

6204 Wide Format Solution

Wide Format Scan Service



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Thank you for using the Xerox Wide Format Scan Service. This software is designed expressly for the Xerox 6204 Wide Format Copier/Printer.

This User Guide describes the procedures and precautions involved in installing and operating the Xerox Wide Format Scan Service. Refer to the *Xerox 6204 Wide Format Solution User Guide* for details on how the Copier/Printer and this software interact.

The explanations in this document assume that the user has a basic knowledge of computer operation and network configuration. Refer to the documentation supplied with the computer, Windows® documentation, and the manuals supplied with the network system for details on computer and network operations.

Using this Guide

This guide consists of the following chapters:

1 Installing Wide Format Scan Service

Provides instructions for installing the Wide Format Scan Service software on a workstation.

2 Starting Wide Format Scan Service

Explains how to start Wide Format Scan Service and use the features of the [Wide Format Scan Service] window.

3 Setting Up the Program Defaults

Explains how to set up the mailbox polling frequency, the default display units (millimeters or inches), and the default media size settings which display in document lists. Also explains the use of the [Export Setup File] and [Import Setup File] features.

4 Setting Up a Wide Format Scan Service Mailbox

Provides instructions for setting up a Wide Format Scan Service mailbox. When the user selects this mailbox, the software checks the contents of the Copier/Printer's mailbox and then displays the file names of the scanned documents it contains.

5 Setting Up a Windows Folder

Explains how to create a folder to receive and store imported files.

6 Importing Stored Documents from a Mailbox

Provides instructions for importing scanned image files from a Copier/Printer mailbox to a folder on a user's workstation.

7 Displaying the Contents of the Windows Folder

Explains how to display the imported documents contained in the Windows folder and their properties.

8 Editing a Retrieved Document

Illustrates how to use and customize the Despeckle, Skew Correction, and Image Rotation features.

9 Using Wide Format Scan Service Viewer

Wide Format Scan Service Viewer allows users to edit and print documents which have been imported from a mailbox on the Copier/Printer. The chapter explains how to use the features of the [Wide Format Scan Service Viewer] window.

10 Uninstalling Wide Format Scan Service

Provides instructions for uninstalling Wide Format Scan Service.

This User Guide uses the following symbols and conventions:

- < >** Indicates the keys on the keyboard.
EXAMPLE Press the **<Enter>** key.
- []** Indicates the menus and display items on the screens.
EXAMPLE Select either the **[On]** or **[Off]** button.
- “ ”** Indicates areas of reference within this User Guide.
EXAMPLE Refer to “1 Installing Wide Format Scan Service.”
- IMPORTANT** Indicates important information which you should read.
- NOTE** Indicates additional information on operation or features.
- REFER TO** Indicates reference sources.
- EXAMPLE** Indicates an example.

The term “documents” is used generically throughout this guide to indicate the image files (TIFF, PDF, and CALS formats) which are stored on the Xerox 6204 Wide Format Copier/Printer and/or in a designated import folder on a user’s workstation.

Operating Environment

The following is the operating environment of the Wide Format Scan Service.

Hardware

Minimum PC hardware requirements:

- PC/AT compatible machine (excluding NEC NX series)
- Processor: Pentium III 850MHz
- Memory (at 600 dpi, B/W binary data):
 - A/A4: 256MB or more
 - B/A3: 256MB or more
 - C/A2: 512MB or more
 - D/A1: 512MB or more
 - E/A0: 512MB or more
- Hard Disk with 20MB or more free space for program installation
- CD ROM drive

Operating System

- Microsoft® Windows® XP Home Edition (SP2)
- Microsoft® Windows® XP Professional (SP2)
- Microsoft® Windows® 2000 Professional (SP4)
- Microsoft® Windows® Server 2003 (SP1)

Network

- Network Interface Card
- TCP/IP communication capability

Supported Device

- Xerox 6204 Wide Format Copier/Printer

1 Installing Wide Format Scan Service

Instructions for installing Wide Format Scan Service follow. Before beginning the installation, log on to Print Services on Web as Administrator, select the Properties tab, and perform the following:

1. Confirm that the settings for the IP Address and Subnet Mask are correct.
2. Confirm that both FTP and SNMP are enabled.

NOTE

The procedure below is written for Windows® XP Professional systems. The installation procedures for Windows® 2000 and Windows® Server 2003 systems differ only in screen appearance.

1. Insert the CD ROM in the workstation's CD ROM drive.
2. Select [Start] > [My Computer] and then select the CD ROM drive in which you inserted the CD ROM.
3. When the contents of the CD ROM display, double click the zip file named WideFormatScanServiceVer.x.x.x.x_XC.zip (Fig. 1).



Figure 1

4. Extract the contents of the zip file to the workstation's Desktop. A folder entitled [WideFormatScanServiceVerx.x.x.x_XC] will be created on the Desktop (Fig. 2).



Figure 2

5. Double click the [WideFormatScanServiceVerx.x.x.x_XC] folder that was created in step 4. A folder labeled [Disk1] will display (Fig. 3).



Figure 3

6. Double click the [Disk1] folder. The contents of the folder will display (Fig. 4).

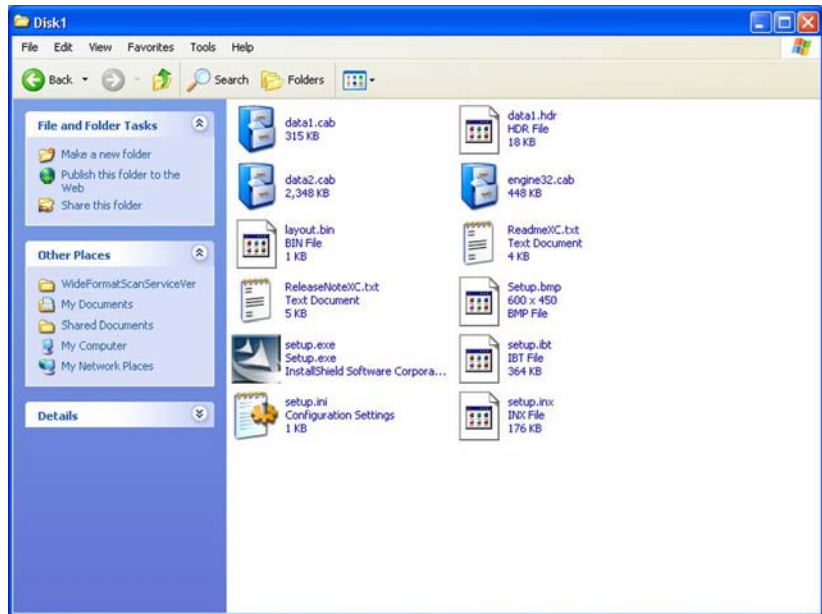


Figure 4

7. Double click the [setup.exe] icon to activate the installer program. The [Xerox Wide Format Scan Service] screen (Fig. 5) will display, followed by the [Wide Format Scan Service - InstallShield Wizard] Welcome screen (Fig. 6).

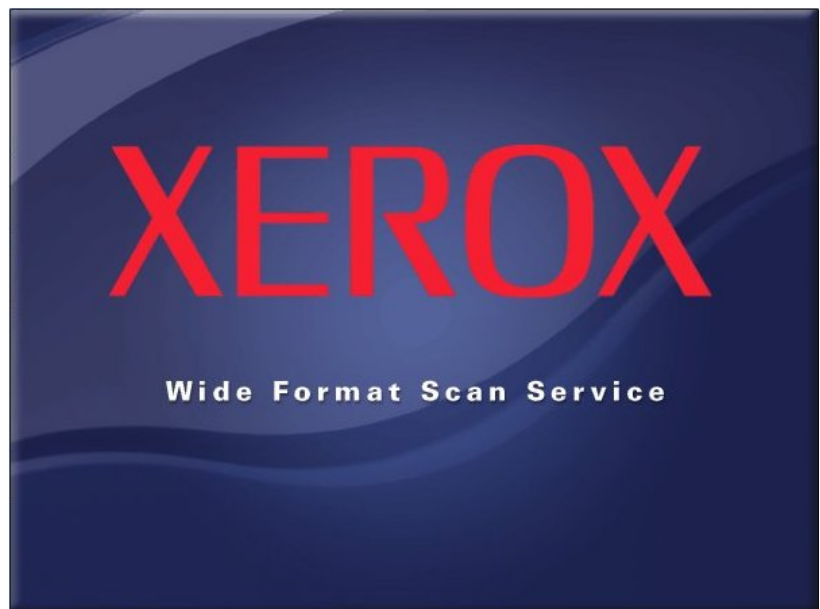


Figure 5

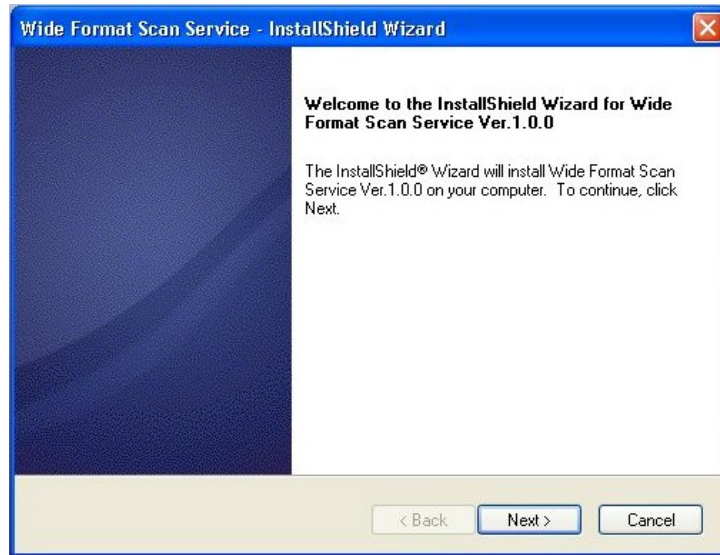


Figure 6

8. Click the [Next] button on the [Wide Format Scan Service - InstallShield Wizard] Welcome screen. The [Choose Destination Location] dialog box will display (Fig. 7).

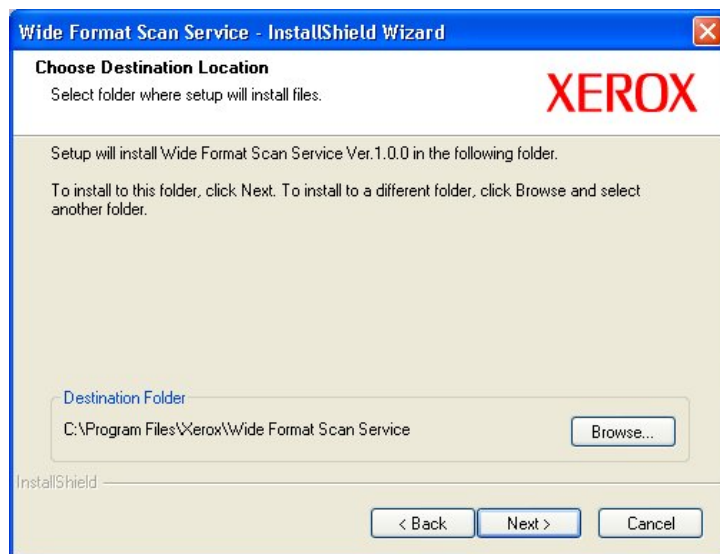


Figure 7

9. Either accept the default Destination Folder or browse to a another location of your choice, and then click the [Next] button. The [Ready to Install the Program] screen will display (Fig. 8).

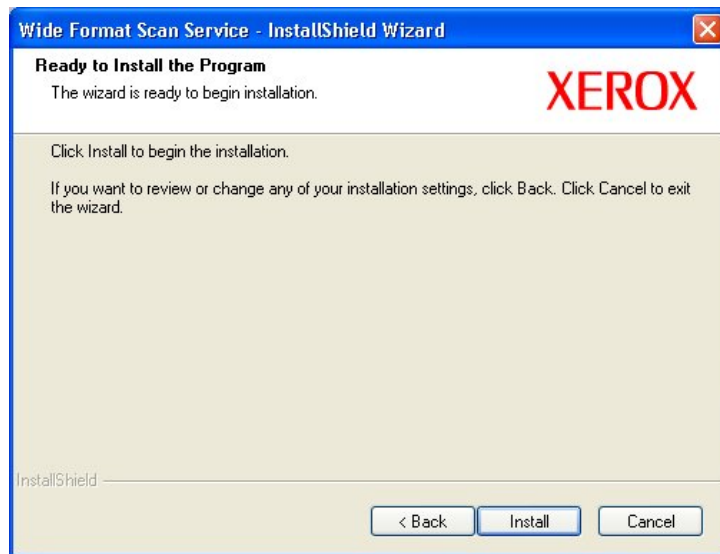


Figure 8

10. Click the [Install] button. The [Setup Status] screen (Fig. 9) will display, and the installer will begin the installation of the program files.

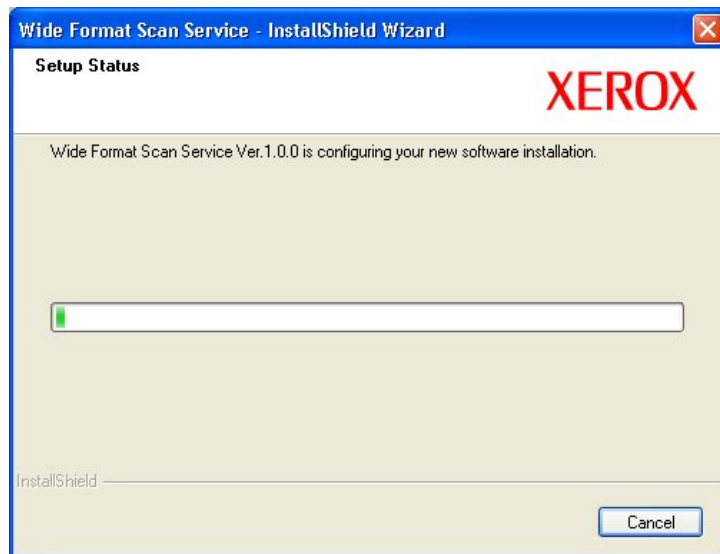


Figure 9

When the installation is complete, the [InstallShield Wizard Complete] screen will display (Fig. 10).

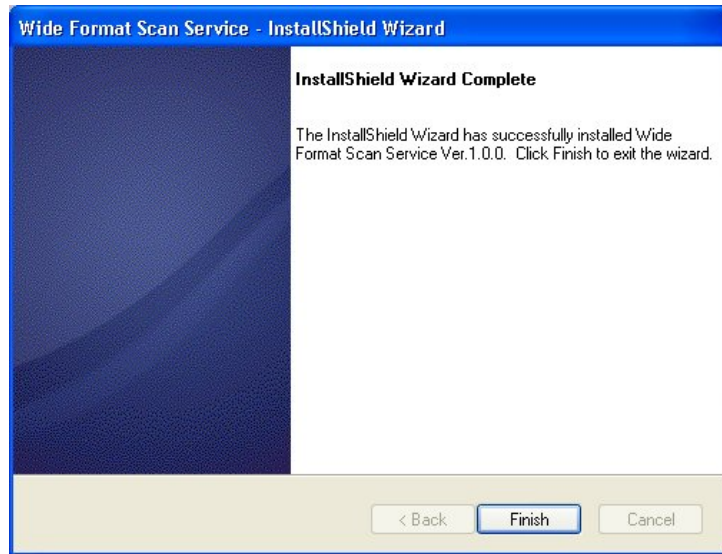


Figure 10

11. Click the [Finish] button and remove the CD ROM.

The installation process places two shortcuts on the Desktop, one for Wide Format Scan Service Viewer and the other for the Wide Format Scan Service (Fig. 11).



Figure 11

2 Starting Wide Format Scan Service

Wide Format Scan Service enables a user to retrieve to a workstation the documents which were previously scanned and stored on the Xerox 6204 Wide Format Copier/Printer. Once the image information is retrieved, it can be edited and saved, then printed on the Copier/Printer. Printing is performed using the Wide Format Scan Service Viewer (see “9 Using Wide Format Scan Service Viewer”). Edited image information cannot be returned to a Copier/Printer mailbox for storage.

This section explains how to launch the Wide Format Scan Service and describes the features of the [Wide Format Scan Service] window.

NOTE *Although the scanned document information is preserved in the file that is retrieved to the workstation, the document in the Copier/Printer mailbox may be deleted once retrieved. To prevent this from occurring, set the [Delete/Save Documents] feature to [Off] when you create or change a mailbox on the Xerox 6204 Wide Format Copier/Printer's control panel.*

REFER TO *Xerox 6204 Wide Format Solution User Guide, Chapter 4 Scan, Creating/Deleting/Changing a Mailbox.*

Starting the Application

NOTE *You cannot use Wide Format Scan Service and Wide Format Network TWAIN Source at the same time.*

To start Wide Format Scan Service:

Either select the [Wide Format Scan Service] shortcut on the Desktop or select [Start] > [All Programs] > [Xerox] > [Wide Format Scan Service] > [Wide Format Scan Service].

The [Wide Format Scan Service] window (Fig. 1) will display.

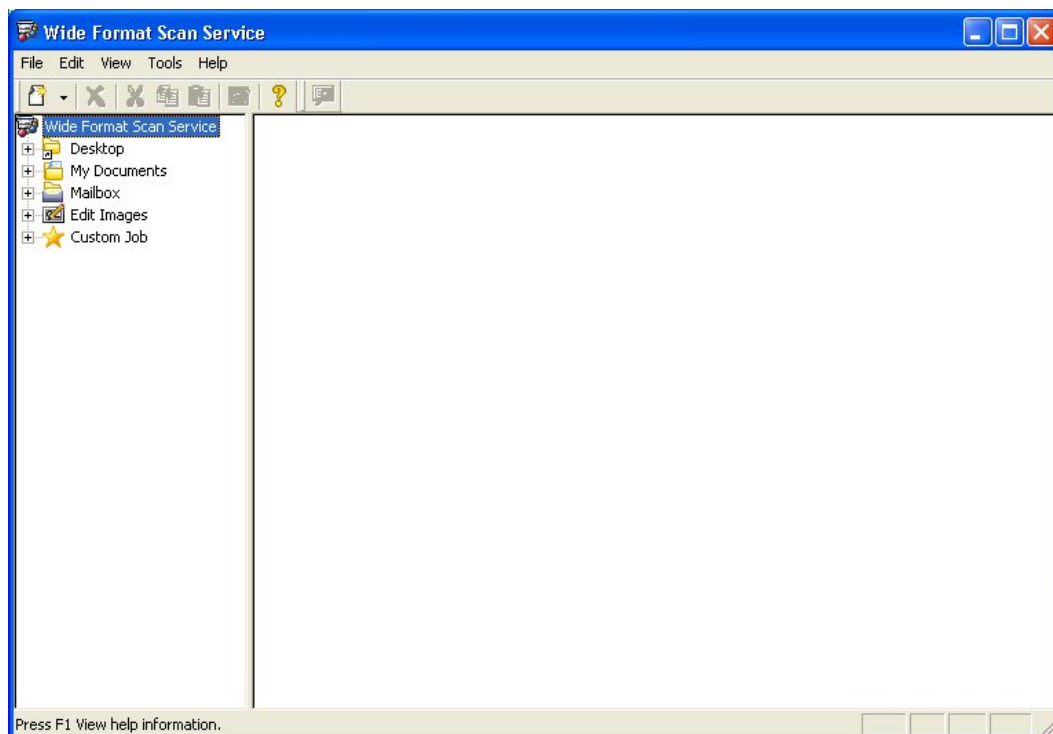


Figure 1

Overview of the [Wide Format Scan Service] Window

The [Wide Format Scan Service] window (Fig. 2) contains these features:

- | | |
|---------------------|--|
| Menu Bar | The Menu Bar provides access to the File, Edit, View, Tools, and Help menus and submenus. |
| Tool Buttons | Tool Buttons provide convenient shortcuts for frequently performed tasks. There are four categories of tool buttons: Common, Windows Folder, Mailbox Service, and Edit Images; all are described in this chapter. |
| Service Area | The [Service Area] tree view works much like any Windows directory. It also displays mailbox and Windows folder shortcuts which the user creates to access and manage scanned and edited documents. The [Service Area] also will display customized Edit Images icons which the user may create to streamline editing tasks. |
| File Area | When a user selects a Wide Format Scan Service mailbox, the [File Area] will display a list of documents which are stored in the associated Copier/Printer mailbox. Once the list displays, the user may select documents to retrieve for editing. |

When a user selects a folder that contains retrieved documents, the files in the folder will display in List View, Thumbnail View, or Title Block View. The user may drag and drop one or more files on an Edit Images icon to be edited or select (double-click) a file to display it in Wide Format Scan Service Viewer.

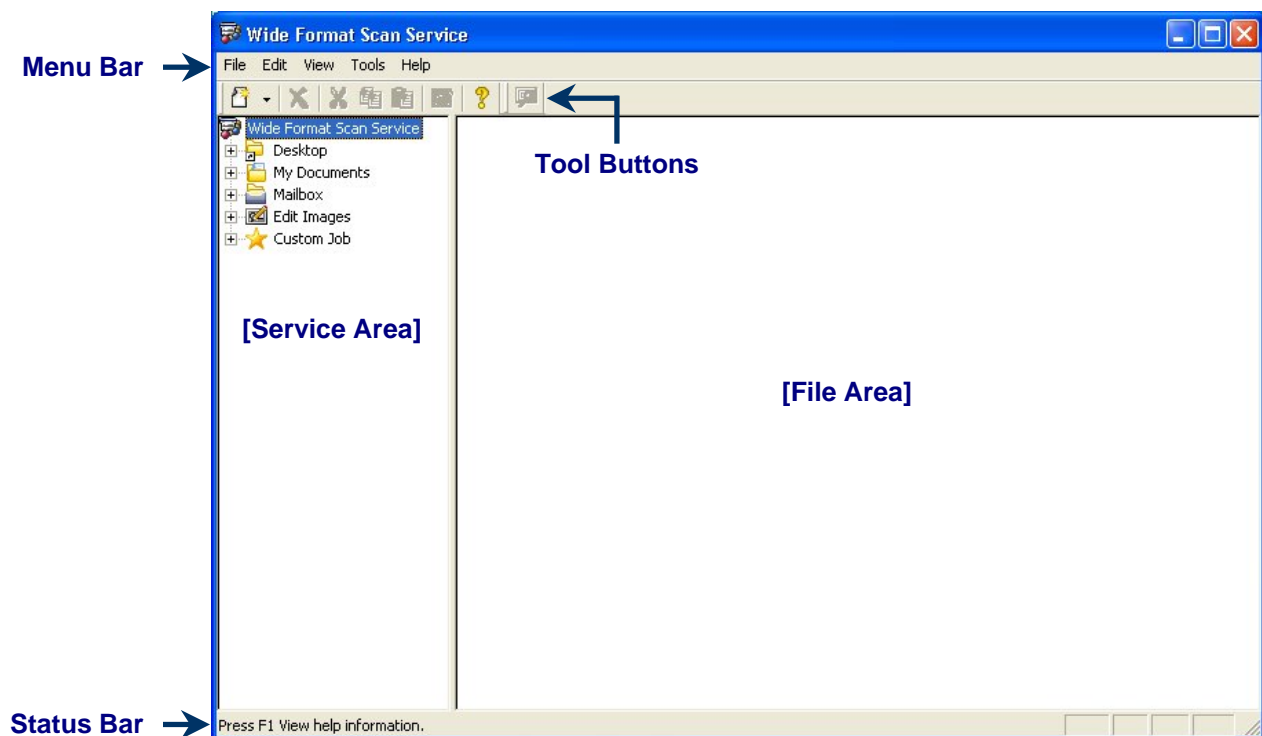


Figure 2

NOTE When you pause the cursor over a tool button, a tool tip will display and a description of the button will appear in the [Status Bar] (see Fig. 2).

NOTE The tool buttons that display in the [Wide Format Scan Service] window will change based on which item is selected in the [Service Area].

EXAMPLE

Selecting the folder that contains imported documents will cause the Windows folder Tool Buttons to display (Fig. 3).

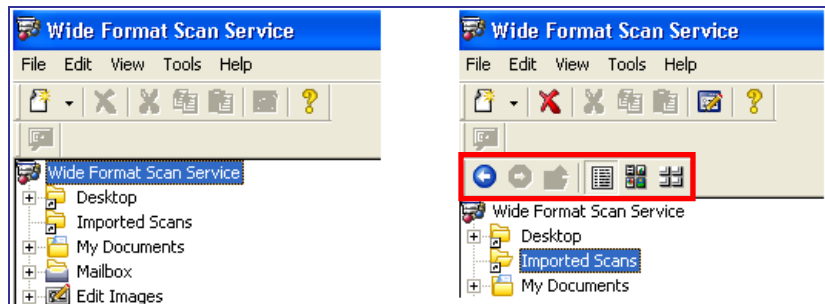









Figure 3

Tool Button Functions








The tables below define the functions of the tool buttons on the [Wide Format Scan Service] window.

Common Tool Buttons


Icon	Function	Description
	New	Adds a Windows folder, a Mailbox, or an Edit Images icon (for Skew Correction, Despeckle, or Image Rotation) to the [Service area].
	Delete	Deletes the selected folder or file.
	Cut	Cuts the selected folder or file.
	Copy	Copies the selected folder or file.
	Paste	Pastes the folder or file that has been copied or cut.
	Properties	Displays the properties of the selected folder or file.
	Help	Displays the Help file.

NOTE Mailbox folders and Edit Images folders cannot be deleted, copied, cut, or pasted, and their properties cannot be edited.







Windows Folder Tool Buttons

Icon	Function	Description
	Start Wide Format Scan Service Viewer	Starts Wide Format Scan Service Viewer .
	Back	Back to previous folder.
	Next	Next folder.
	Up	Up one level.
	List View	Displays a list that contains file name, size, save date, etc., information.
	Thumbnail View	Displays the thumbnail image of files.
	Title Block View	Displays title block images set by the Title Block View Settings.

Mailbox Service Tool Button

Icon	Function	Description
	Retrieve	Retrieves file(s) from a Copier/Printer mailbox to your computer.

Edit Images Tool Buttons

Icon	Function	Description
	Store File	Stores multiple files so they can be batch processed.
	Execute Stored File	Executes the editing of the stored files.
	Move Up	Moves the selected file up.
	Move Down	Moves the selected file down.
	Move to Top	Moves the selected file to the top.
	Move to Last	Moves the selected file to the end.

Wide Format Scan Service Menus

This section describes each of the items in the menus on the Wide Format Scan Service Menu Bar.

File Menu

Item	Description
New	Adds Windows folders, mailboxes, and Edit Images icons to the [Service Area]. The submenu consists of the following: <ul style="list-style-type: none">• Windows Folder: Displays the [Windows Folder Properties] window to enable adding Windows folders to Wide Format Scan Service.• Mailbox: Displays the Mailbox Setup Wizard for creating a Wide Format Scan Service mailbox.• Edit Image: Allows the user to add customized Edit Images icons (Skew Correction/Despeckle/Image Rotation) to the [Service Area].
Delete...	Deletes the selected folder, Edit Images icon, or file.
Rename	Renames the folder, Edit Images icon, or file.
Properties	Displays the properties of the selected folder, Edit Images icon, or file.
Import Setup File...	Imports a previously exported setup file that describes the configuration of the [Service Area] Edit Images Icons and the Detailed Settings (Polling Interval, File Formats, Media Size List Settings, and display units (millimeters or inches).
Export Setup File...	Exports a setup file that describes the configuration of the [Service Area] Edit Images Icons and the Detailed Settings.
Exit	Closes Wide Format Scan Service.

Edit Menu

Item	Description
Cut	Cuts the selected folder, Edit Images icon, or file.
Copy	Copies the selected folder, Edit Images icon, or file.
Paste	Pastes the selected folder, Edit Images icon, or file.
Select All	Selects all the files in the file area.

View Menu

The selections displayed on the View Menu differ based on which folder or service is selected in the [Service Area].

Item	Description
Toolbar	Shows or hides the Toolbar.
Status Bar	Shows or hides the Status Bar. The status bar is displayed by default.
Refresh	Refreshes the display. Rechecks the Copier/Printer mailbox for documents if the Wide Format Scan Service mailbox is highlighted when Refresh is selected.
Arrange Icons by	Arranges the files displayed in List View in the [File Area] in a specified order, i.e., Name, Size, Type, Date Modified.
List View	Displays a file list that shows the file name, size, update date/time, etc.
Thumbnail View	This viewing method may be selected if a Windows folder is highlighted in the [Service Area]. It displays a reduced image of the each file in the folder.
Title Block View	This viewing method may be selected if a Windows folder is highlighted in the [Service Area]. It displays a reduced image of each document's Title Block.
Move Folder	<p>This viewing method may be selected if a Windows folder is highlighted in the [Service Area]. The submenu consists of the following:</p> <ul style="list-style-type: none">• Back: Performs the same function as the Back button.• Next: Performs the same function as the Next button.• Up: Closes the current folder and opens its parent folder.
Move File	<p>Changes the order in which files are processed. The submenu consists of the following:</p> <ul style="list-style-type: none">• Move Up: Moves the stored job up one level.• Move Down: Moves the stored job down one level.• Move to Top: Moves the stored job to the top.• Move to Last: Moves the stored job to the last.

Tools Menu

The selections displayed on the Tools Menu differ based on which folder or service is selected in the [Service Area].

Item	Description
Retrieve	Displays in the Tools Menu when a Wide Format Scan Service mailbox is selected. Retrieves file(s) from a Copier/Printer mailbox to your computer..
Create New Folder	Displays in the Tools Menu when a Windows folder is selected. Creates a new Windows folder.
Start Wide Format Scan Service Viewer	Starts Wide Format Scan Service Viewer.
Title Block View Settings...	Specifies the title block view settings. This is a common menu item that can be selected at any time.
Detailed Settings...	Specifies polling settings and file format settings. This is a common menu item that can be selected at any time.
Store File	Displays in the Tool Menu when an Edit Images icon is selected. Stores multiple files so they can be batch processed. When Store File is on, a check mark is displayed at the left side of the menu item.
Execute Stored File	Displays in the Tool Menu when an Edit Images icon is selected. Executes the editing of the stored files.

Help Menu

Item	Description
Help	Displays Help.
Website	Starts the web browser and links to the xerox.com website.
About	Displays the version of the Wide Format Scan Service.

3 Setting Up the Program Defaults

The Wide Format Scan Service [Detailed Settings] dialog box (Fig. 1) allows you to specify default settings which govern some aspects of program operation and the appearance of the display, including:

- the polling frequency for retrieving documents automatically
- the file formats which will be associated with Wide Format Scan Service Viewer
- the media size settings which will be displayed
- the units of measurement (millimeters or inches) which will be displayed

To access the [Detailed Settings] dialog box select [Tools] > [Detailed Settings].

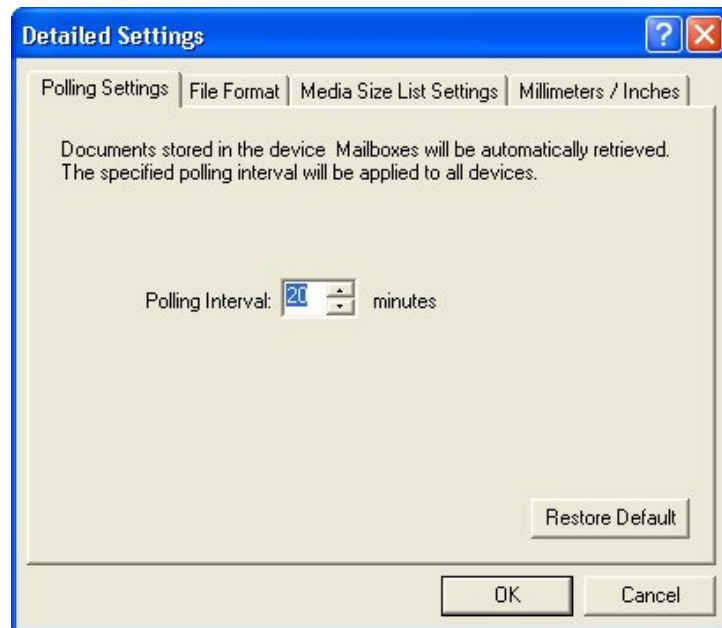


Figure 1

Polling

The Wide Format Scan Service allows you to either manually or automatically retrieve documents from the mailbox on the Xerox 6204 Wide Format Copier/Printer. If you choose to retrieve documents automatically, you may either accept the default setting of 20 minutes or specify an interval of from one to 60 minutes.

NOTE

If polling is enabled when you select a mailbox, the document list is not displayed. You must disable polling to view the mailbox document list.

To set up the Polling Interval:

1. Display the [Detailed Settings] dialog box by selecting [Tools] > [Detailed Settings]. The [Polling Settings] tab (Fig. 2) will be on top.

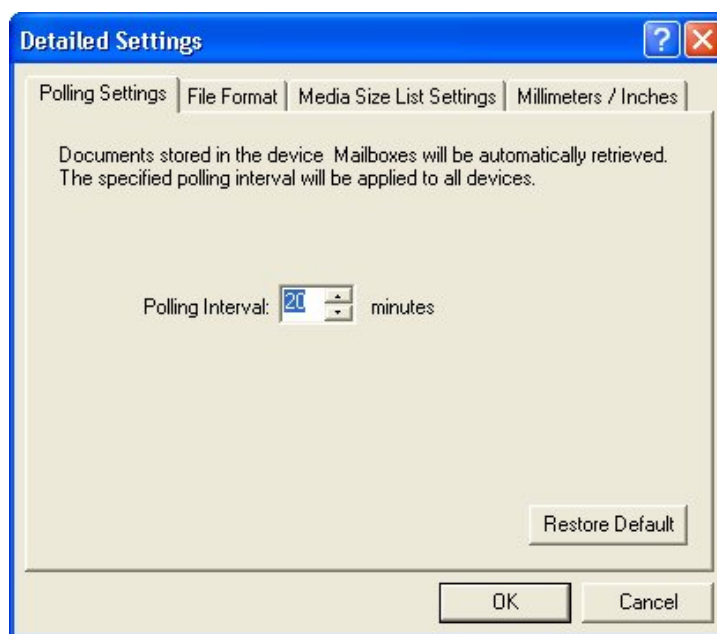


Figure 2

2. Either enter a number directly in the [Polling Interval:] field or use the arrow buttons to scroll to the desired setting.
3. Select [OK] to save the setting and close the dialog box or select another tab to make additional settings.

File Formats

The Wide Format Scan Service and the Wide Format Scan Service Viewer are compatible with TIFF, PDF, and CALS file formats. To associate one or more of these file formats with the Wide Format Scan Service Viewer:

1. Select the [File Format] tab.
2. Select the appropriate checkbox(es) at the left side of the file extension(s) listed on the window (Fig. 3).
3. Select [OK] to save the settings and close the dialog box or select another tab to make additional settings.

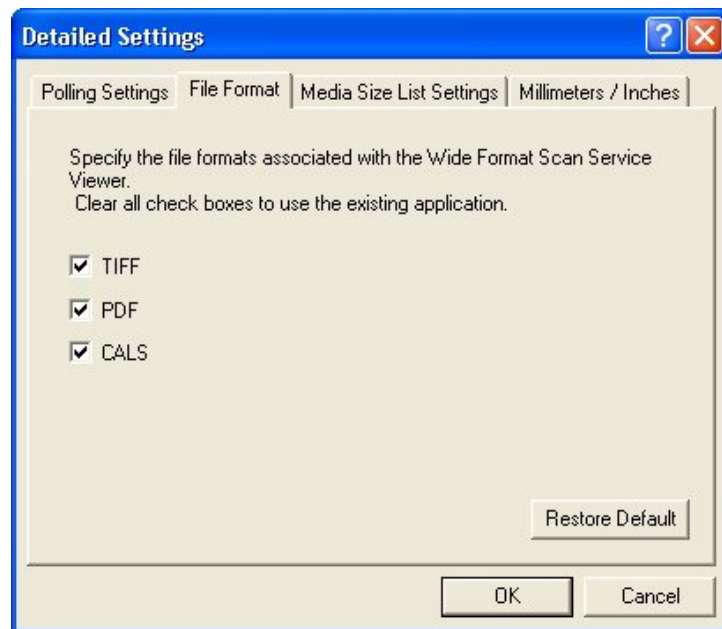


Figure 3

Media Size List

The [Media Size List Settings] tab (Fig. 4) enables you to specify the media series and sizes which will be displayed in Wide Format Scan Service and Wide Format Scan Service Viewer. By default, all media sizes will display (setting = [Yes]) when you select a feature that normally displays a list of media sizes, for example, the [Title Block View Settings].

EXAMPLE *If you only work with the ARCH series or with the ISO series, you can use the [Media Size List Settings] tab to turn off all series and sizes except the one you normally use.*

To reduce the size of the list to the media series and sizes you commonly use:

1. Select the [Media Size List Settings] tab.
2. Select a media size from the list.
3. Select [No] in the [Add to List:] pull down menu to prevent the selected size media from being displayed.
4. Select [OK] to save the settings and close the dialog box or select another tab to make additional settings.

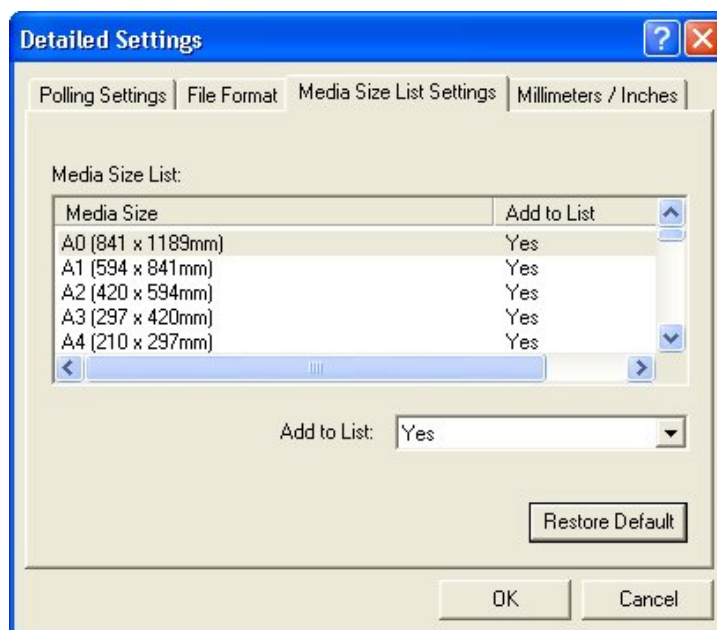


Figure 4

Display Units

The [Millimeters/Inches] tab (Fig. 5) enables you to set up the units of measurement which will display in Wide Format Scan Service and Wide Format Scan Service Viewer.

To change the default units of measurement:

1. Select the [Millimeters/Inches] tab.
2. Select either the [Millimeters] or the [Inches] radio button.
3. Select [OK] to save the setting and close the dialog box or select another tab to make additional settings.

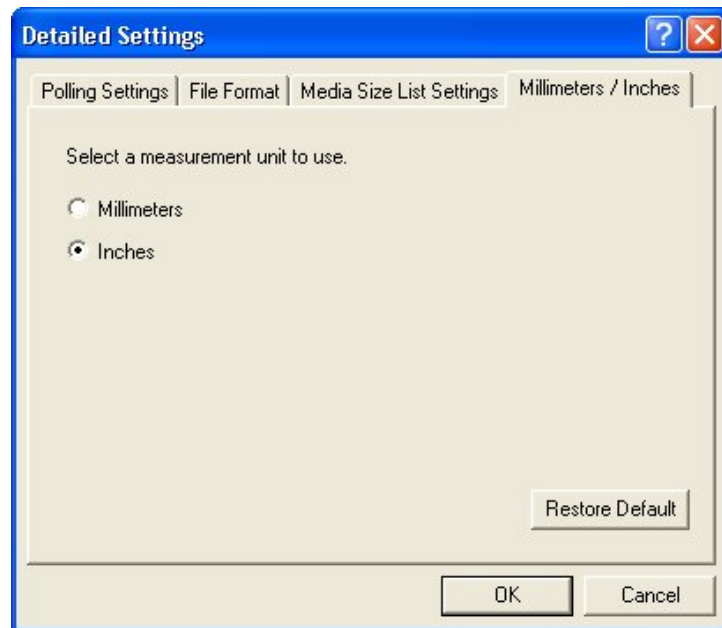


Figure 5

Saving Custom Settings

The [Export Setup File...] and [Import Setup File...] selections in the [File] menu enable users to save their customized program settings (Edit Image icons and Detailed Settings) and then reload them as needed, for example, after upgrading workstations.

Exporting Custom Settings

Perform the steps below to export your customized program settings as a data file:

1. Select [File] > [Export Setup File]. A [Save As] popup will appear (Fig. 6).

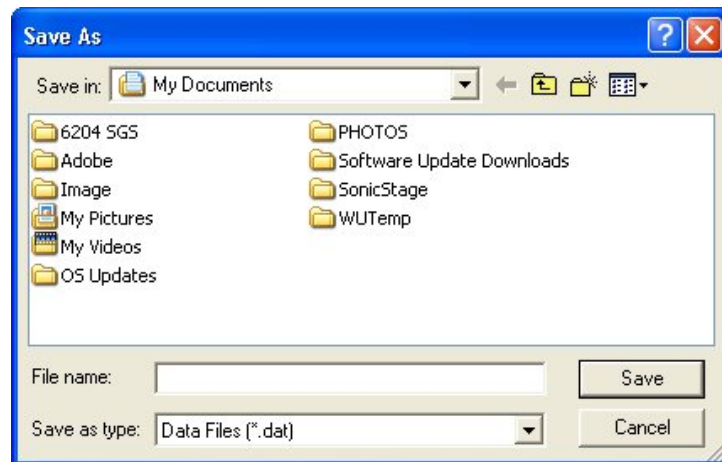


Figure 6

2. Select a location for the setup data file, enter a name in the [File Name:] field, and then select [Save]. Wide Format Scan Service will generate a setup data file (*.dat) that contains your customized program settings.

Importing Custom Settings

Perform the steps below to reestablish your custom settings by importing a setup data file that was saved earlier.

1. Select [File] > [Import Setup File]. An [Open] popup will display (Fig. 7).
2. Select the previously saved setup data file, and then select [Save]. Wide Format Scan Service will import the setup file and incorporate your custom settings.

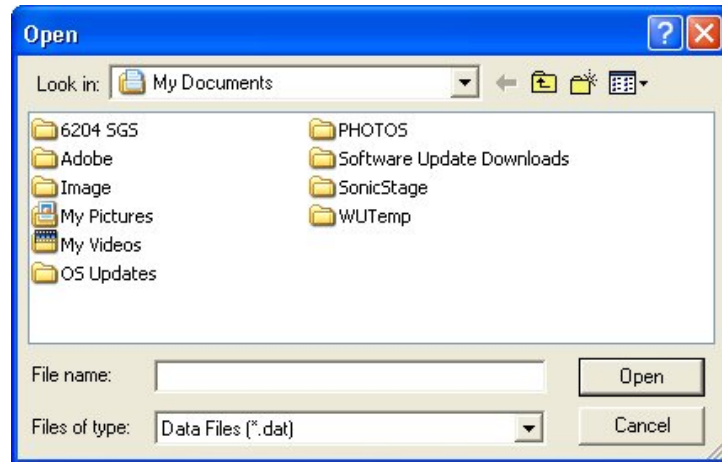



Figure 7

4 Setting Up a Wide Format Scan Service Mailbox

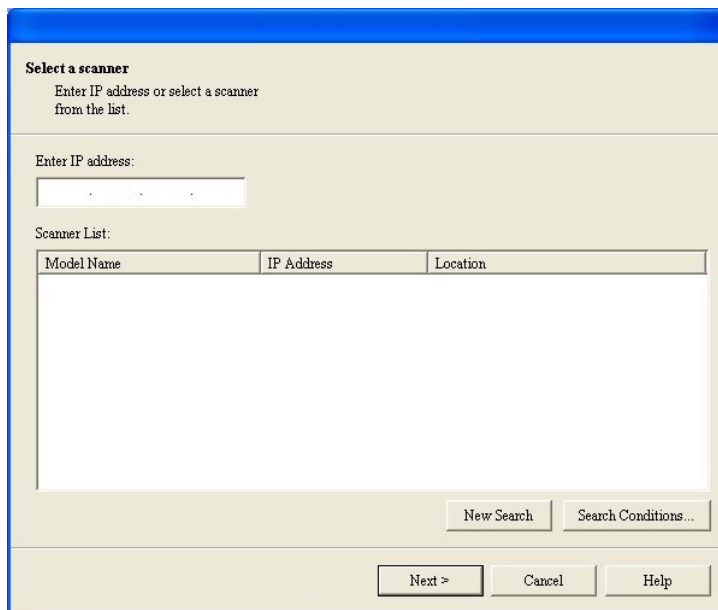
The purpose of a Wide Format Scan Service mailbox is to retrieve and display information about the scanned images which are stored in a mailbox on the Copier/Printer. Whenever you select the mailbox that you create in Wide Format Scan Service, the program connects to the Copier/Printer, checks the associated mailbox located there, updates the list of documents, and displays them in the [File Area] of the [Wide Format Scan Service] window.

This section of the guide describes the procedures for creating and deleting a Wide Format Scan Service mailbox.

Creating a Wide Format Scan Service Mailbox

1. Launch Wide Format Scan Service.
2. A new mailbox may be set up from the [Wide Format Scan Service] window in any one of the following ways:
 - a. Select [File] > [New] > [Mailbox], or
 - b. Select the [New] () button and then select the [Mailbox] menu item, or
 - c. Right click anywhere in the [Service Area], and then select [New] > [Mailbox].

The [Select a scanner] dialog box will open (Fig. 1).



The dialog box titled "Select a scanner" has a blue title bar. Below the title bar, the text "Enter IP address or select a scanner from the list." is displayed. There is a text input field labeled "Enter IP address:". Below this is a section labeled "Scanner List:" containing a table with three columns: "Model Name", "IP Address", and "Location". The table is currently empty. At the bottom right of the dialog, there are three buttons: "New Search", "Search Conditions...", and "Next >". At the very bottom, there are three buttons: "Next >", "Cancel", and "Help".

Model Name	IP Address	Location
------------	------------	----------

Figure 1

3. Enter the IP Address of the Copier/Printer in the [Enter IP address:] field, and then click [Next]. The Wide Format Scan Service will search the subnet for the specified Xerox 6204 Wide Format Copier/Printer and then display it in the [Scanner List] (Fig. 2). Additional Xerox 6204 Wide Format Copier/Printers will appear in the list if they are connected to the subnet and are scan enabled.

Select a scanner
Enter IP address or select a scanner from the list.

Enter IP address:
13 . 136 . 199 . 70

Scanner List:

Model Name	IP Address	Location
XEROX 6204 Wide Format	13.136.199.70	

New Search Search Conditions...

Next > Cancel Help

Figure 2

NOTE You can use the [Search Conditions...] and [New Search] buttons (Fig. 3) to search additional subnets for connected, scan enabled, Xerox 6204 Wide Format Copier/Printers. See your System Administrator for assistance.

Search Conditions

Subnet Address

Add Subnet Address: [] Add

Search Subnet Address: [] Delete

Search Time

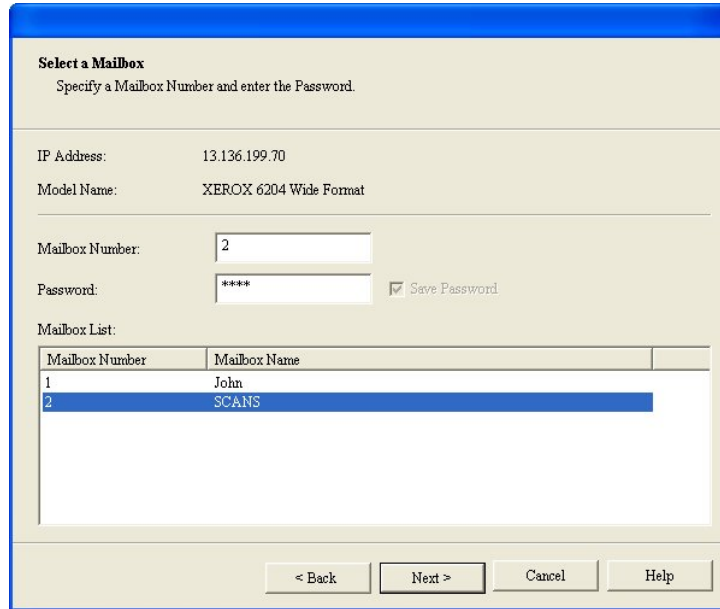
Timeout(1-60Seconds): 2 Seconds

OK Cancel

Figure 3

4. (Refer to Fig. 2) Select the appropriate Xerox 6204 Wide Format in the [Scanner List:] and click [Next], or double click the scanner name to connect to the Copier/Printer.

The [Select a Mailbox] dialog box will display (Fig. 4) with the Copier/Printer's mailboxes shown in the [Mailbox List].



The dialog box titled "Select a Mailbox" has a subtitle "Specify a Mailbox Number and enter the Password." It contains the following fields and controls:

- IP Address: 13.136.199.70
- Model Name: XEROX 6204 Wide Format
- Mailbox Number: A text box containing the number "2".
- Password: A text box containing "****". To its right is a checkbox labeled "Save Password" which is checked.
- Mailbox List: A table with two columns: "Mailbox Number" and "Mailbox Name".

Mailbox Number	Mailbox Name
1	John
2	SCANS

At the bottom of the dialog box are four buttons: "< Back", "Next >", "Cancel", and "Help".

Figure 4

5. Either select a mailbox from the [Mailbox List:] or enter the number of the mailbox in the [Mailbox Number:] field.
6. Enter the password you created when you set up the mailbox on the Copier/Printer.
7. Click [Next]. A dialog box will display which indicates that the Mailbox Settings have been completed (Fig. 5).

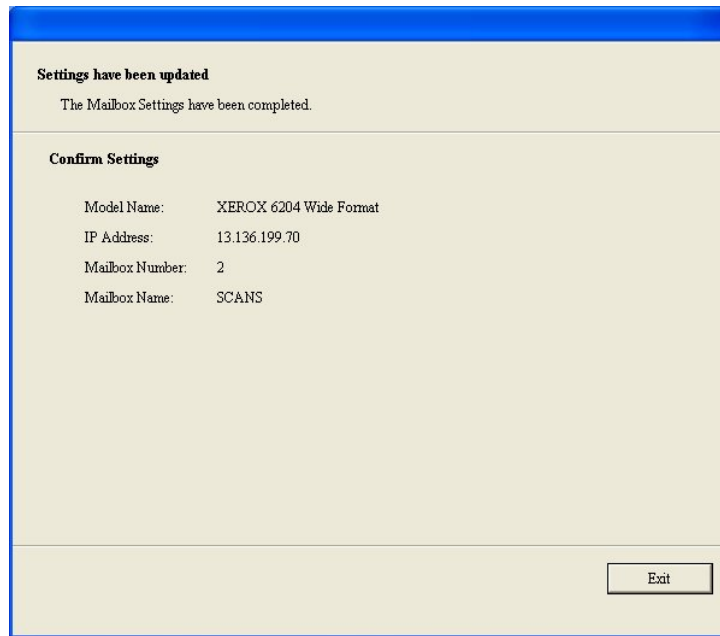


Figure 5

8. Click [Exit] to return to the [Wide Format Scan Service] window. The newly created mailbox will appear in the Mailbox folder in the [Service Area] (Fig. 6). Be sure to click the [+] sign at the left side of [Mailbox] to expand the item and display the new mailbox.

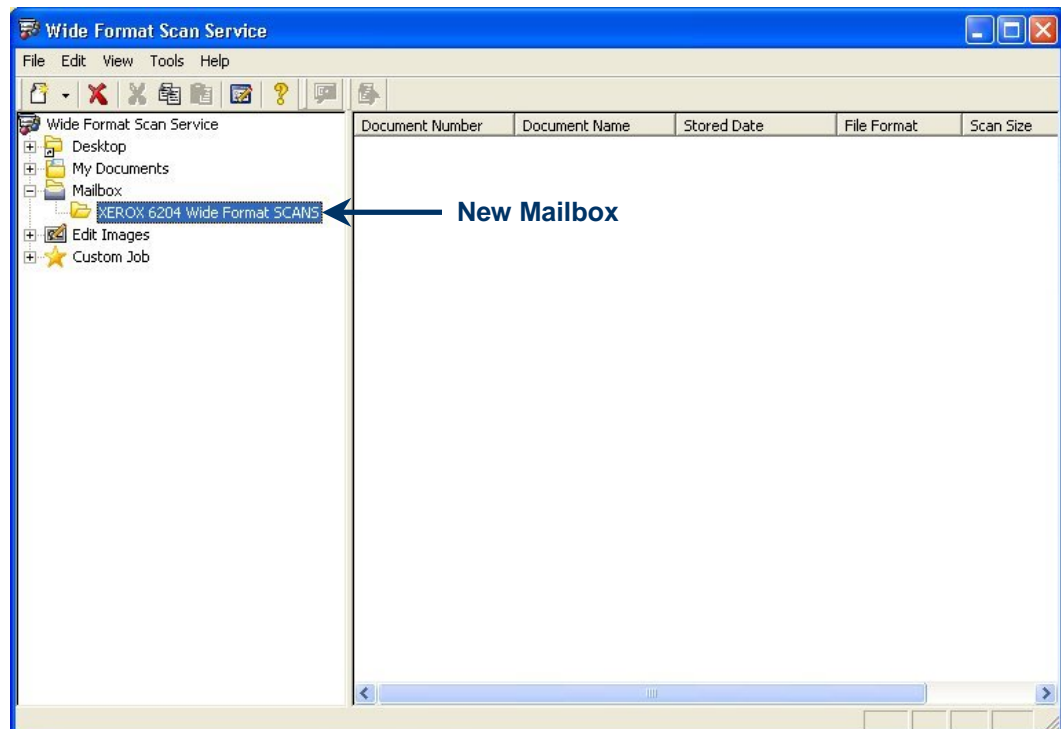


Figure 6

Deleting a Wide Format Scan Service Mailbox

Deleting a mailbox from the [Service Area] removes the link between the Wide Format Scan Service and the mailbox on the Xerox 6204 Wide Format; it does not remove the mailbox from the Copier/Printer.

Perform the steps below to delete a Wide Format Scan Service mailbox.

1. Select the mailbox you wish to delete and then select [File] > [Delete], or right-click the mailbox and select [Delete] from the menu that displays (Fig. 7).

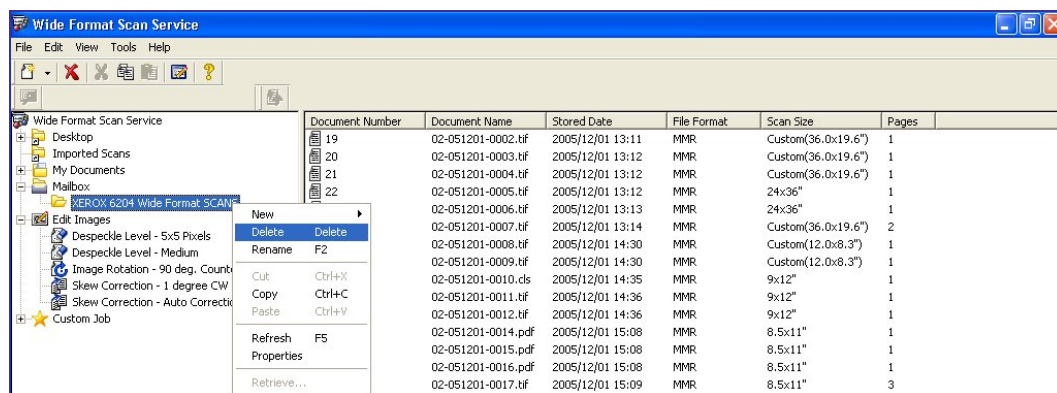


Figure 7

A confirmation popup (Fig. 8) will display.



Figure 8

2. Click [Yes]. The mailbox will be deleted.

5 Setting Up a Windows Folder

When you retrieve scanned documents from the Copier/Printer you will be prompted to select a folder in which to store them. This folder may be located in [My Documents], on the [Desktop], or elsewhere on the workstation's hard drive(s). Wide Format Scan Service refers to this destination folder as a Windows folder. This section of the guide explains the process for creating and deleting a Windows folder.

Creating a New Folder

1. Right click either the [Desktop] or the [My Documents] folder in the [Service Area].

A menu will appear with the selection [Create New Folder...] at the bottom (Fig. 1). This selection enables you to create a new folder within the Windows directory structure that can be used as the destination for documents you import from the Copier/Printer's mailbox.

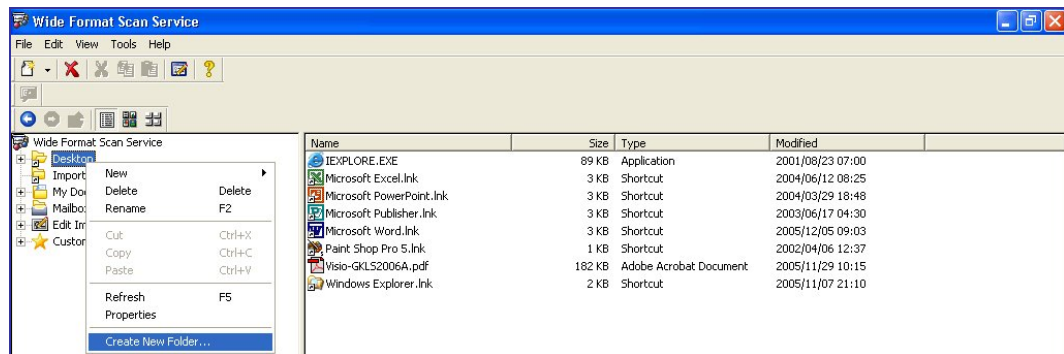


Figure 1

2. Select [Create New Folder...].

A [New Folder] icon will be added within the Windows directory you selected in step 1 (Fig. 2).

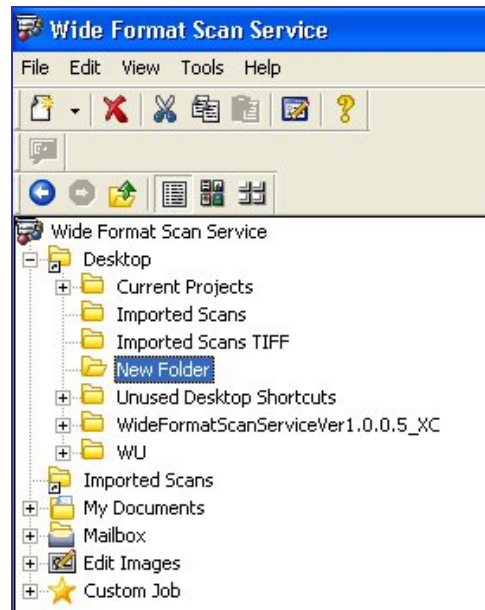



Figure 2

3. Rename the [New Folder] in the same way you would rename any Windows folder, that is, right click on the [New Folder], select [Rename], and enter a name for the folder. It is a good practice to use a name that clearly indicates the types of files in the folder.

Creating a Shortcut to the New Folder

The process described below creates a shortcut to the folder that you just created to receive imported documents. This shortcut looks like a folder and will appear at the same level as the Desktop, My Documents, etc., in the tree view in the [Service Area].

1. The following are three ways to create a new Windows folder shortcut (see Fig. 3):
 - a. Right click anywhere in the [Service Area] and select [New] > [Windows Folder] when the menu displays, or
 - b. Select the [New] () button and then [Windows Folder], or
 - c. Select [File] > [New] > [Windows Folder].

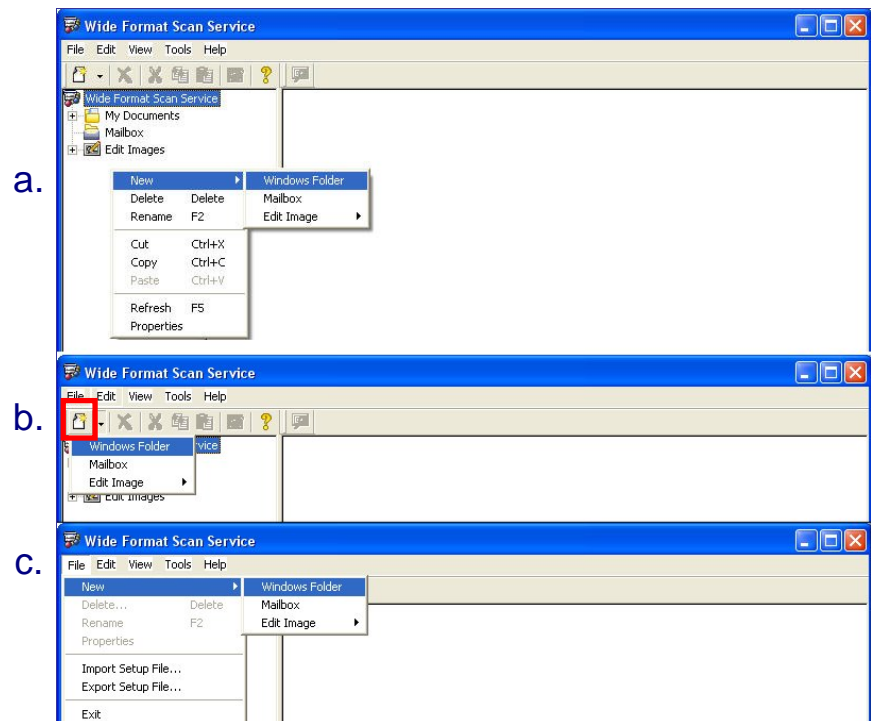


Figure 3

A [Windows Folder Properties] popup will display (Fig. 4).

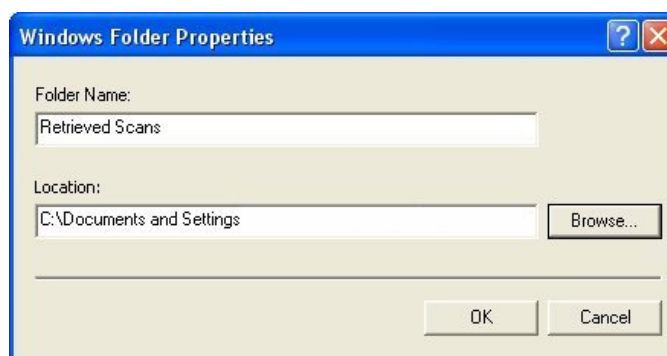


Figure 4

2. Enter the name of the new Windows folder in the [Folder Name:] field.
3. Either key-in the path to the folder in the [Location:] field or click [Browse] and select it.
4. Click [OK]. The new folder shortcut will be added and will appear in the Wide Format Scan Service window in the [Service Area] (Fig. 5). Henceforth, use the folder shortcut to display the imported documents.

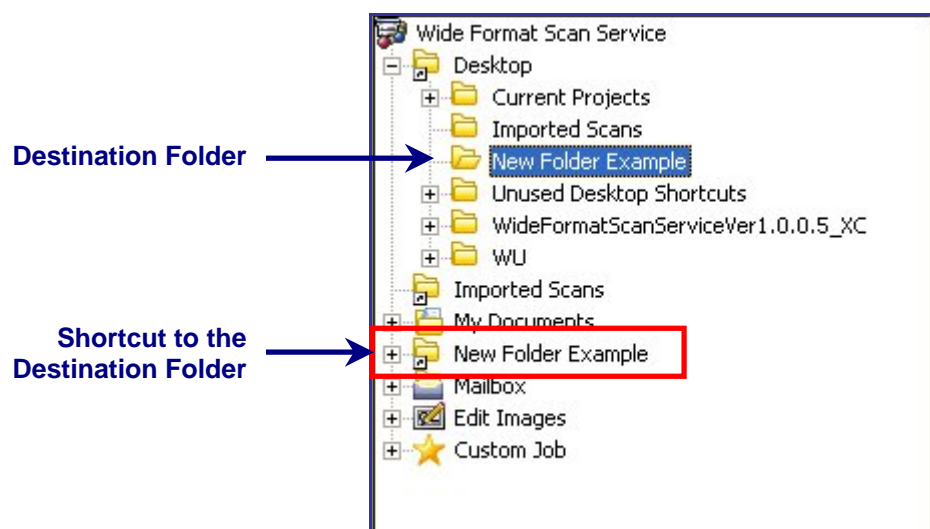


Figure 5

Deleting a Windows Folder

1. To delete a Windows shortcut folder from the [Service Area]:
 - a. Right click on the shortcut folder you wish to delete and then select [Delete] from the menu that appears (Fig. 6), or
 - b. Select the Windows folder shortcut that you wish to delete and then select [File] > [Delete].

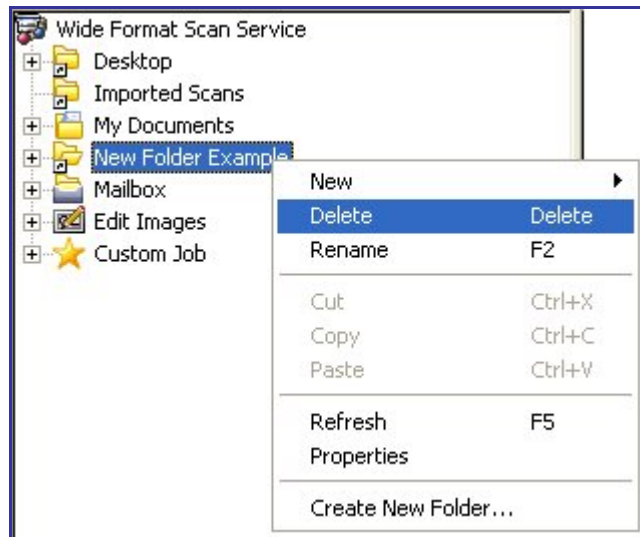


Figure 6

An informational popup will display, informing you that only the shortcut folder will be deleted (Fig. 7). The import folder that you created earlier in Windows will remain unchanged, as will its contents.

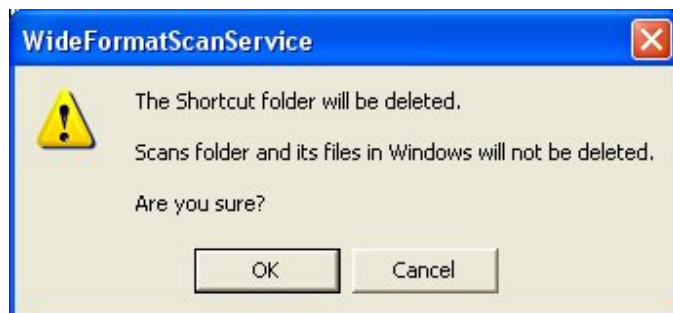


Figure 7

2. Click [OK] to delete the Shortcut folder.

6 Importing Stored Documents from a Mailbox

Image files (in TIFF, PDF, and CALS formats) which are stored as documents in a Copier/Printer mailbox must be retrieved (imported) to a workstation to be edited using Wide Format Scan Service. This section of the guide explains the procedure for retrieving these documents.

Manual Import

1. Start the Wide Format Scan Service.
2. Click the [+] character at the left side of the Mailbox folder in the [Service Area]. The item will expand and show all of the mailboxes that have been set up (Fig. 1).

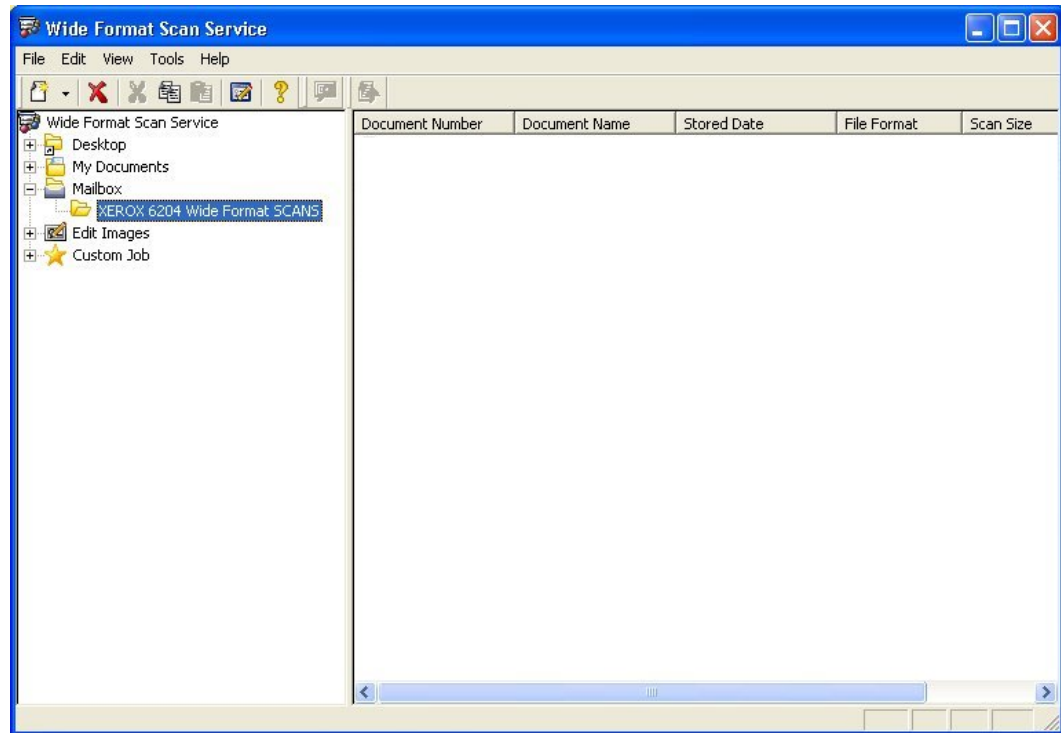


Figure 1

3. Select the appropriate mailbox from those displayed in the [Service Area]. A [Please Wait] popup will display while the Wide Format Scan Service accesses the mailbox (Fig. 2). You may select [Cancel] to stop connecting to the mailbox or allow the process to continue.

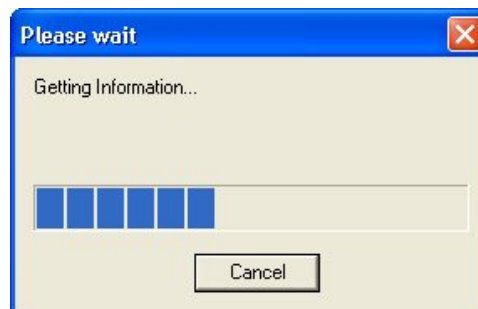


Figure 2

4. When the popup closes, a list of the documents stored on the Copier/Printer will display in the [File Area] (Fig. 3). Notice that multi-page scanned documents may be identified by the number of pages indicated in the [Pages] column.

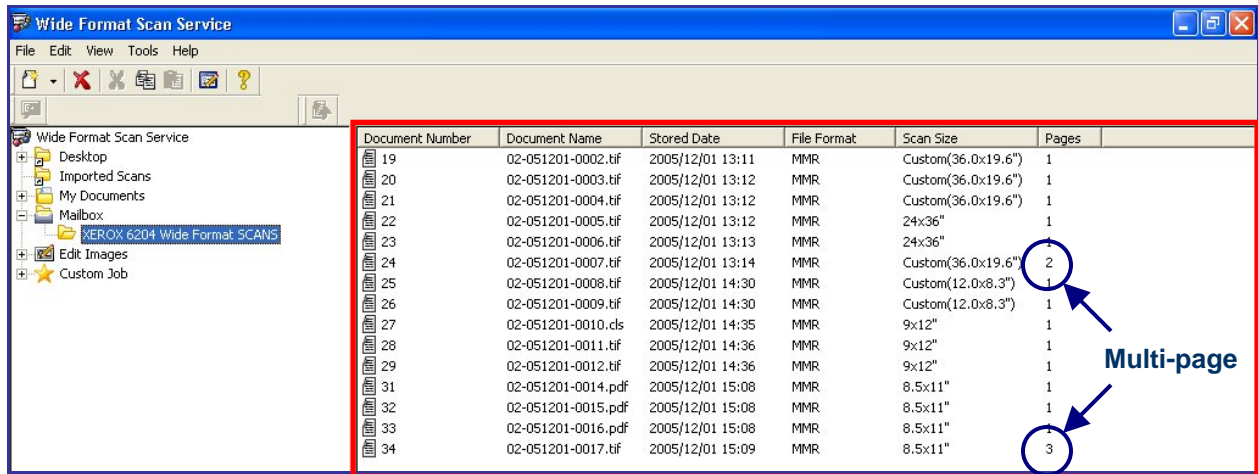


Figure 3

5. To retrieve one or more of the listed documents, either:
 - a. (Fig. 4) Left click the Document Number, and then click the [Retrieve] button, or
 - b. Right click the Document Number, and then select [Retrieve] from the menu that appears, or
 - c. Select all of the Document Numbers and use either of the above methods to begin the retrieval.

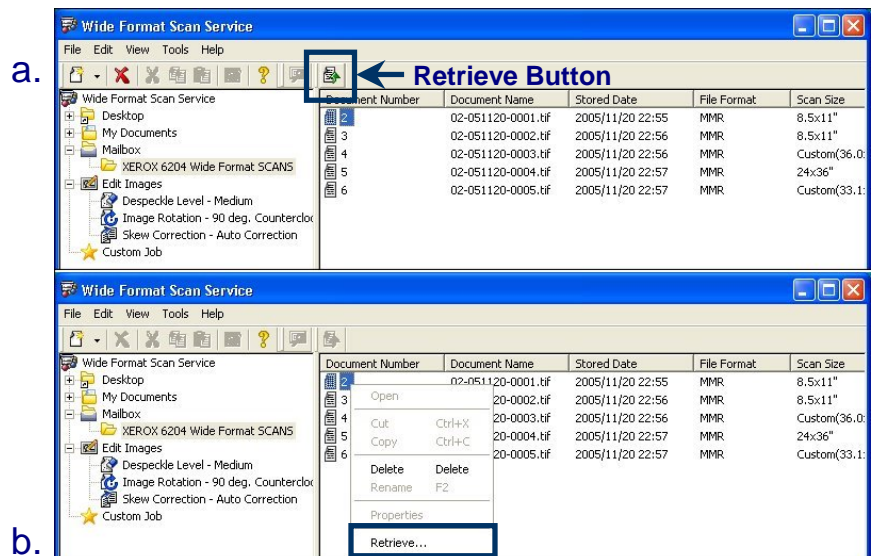


Figure 4

A [Browse for Folder] dialog will open (Fig. 5).

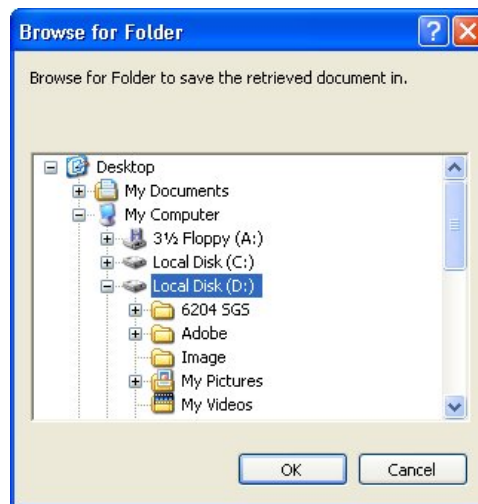


Figure 5

6. Select the destination folder for the selected document(s) and click [OK]. The stored document(s) will be retrieved from the Copier/Printer and saved in the selected folder.

Auto Import

Documents may be automatically retrieved from a mailbox on the Copier/Printer at an interval of your choice. Auto Import is enabled as follows:

1. Right click on the mailbox and then select [Properties]. The [Mailbox Properties] dialog box (Fig. 6) will display.

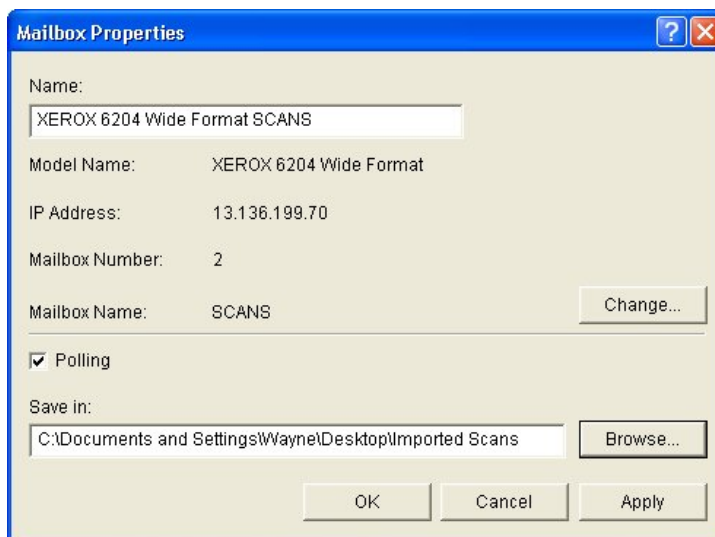


Figure 6

2. Select the [Polling] checkbox to enable polling.
3. Click [OK]. The window will close and an informational popup (Fig. 7) will appear.

NOTE

When polling is enabled, the document list will not display in the [File Area] when you select a mailbox.

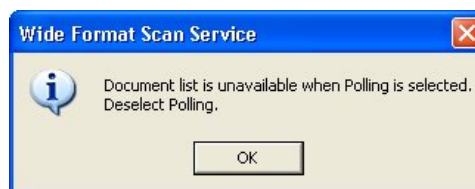


Figure 7

4. Click [OK]. Wide Format Scan Service will poll the mailbox on the 6204 Wide Format Copier/Printer for recently scanned documents at the default interval of 20 minutes.

NOTE

To display recently imported documents when polling is enabled, repeat step 1 above, deselect the [Polling] checkbox, and then click [OK]. The document list will repopulate when you select the mailbox.

You can set the polling interval from one to 60 minutes. The procedure for changing the polling interval is located in "3 Setting Up the Program Defaults" in this guide.

7 Displaying the Contents of the Windows Folder

You display the contents of a folder that contains retrieved documents by selecting the folder shortcut in the [Service Area]. The documents stored within the folder will display in List View by default but you can choose to display them in Thumbnail View or Title Block View by selecting the appropriate Windows Folder buttons (Fig. 1).

NOTE

TIFF, PDF, and CALS file formats can be displayed in Thumbnail view and Title Block view. Only the top page of multi-page TIFF and multi-page PDF documents can be displayed

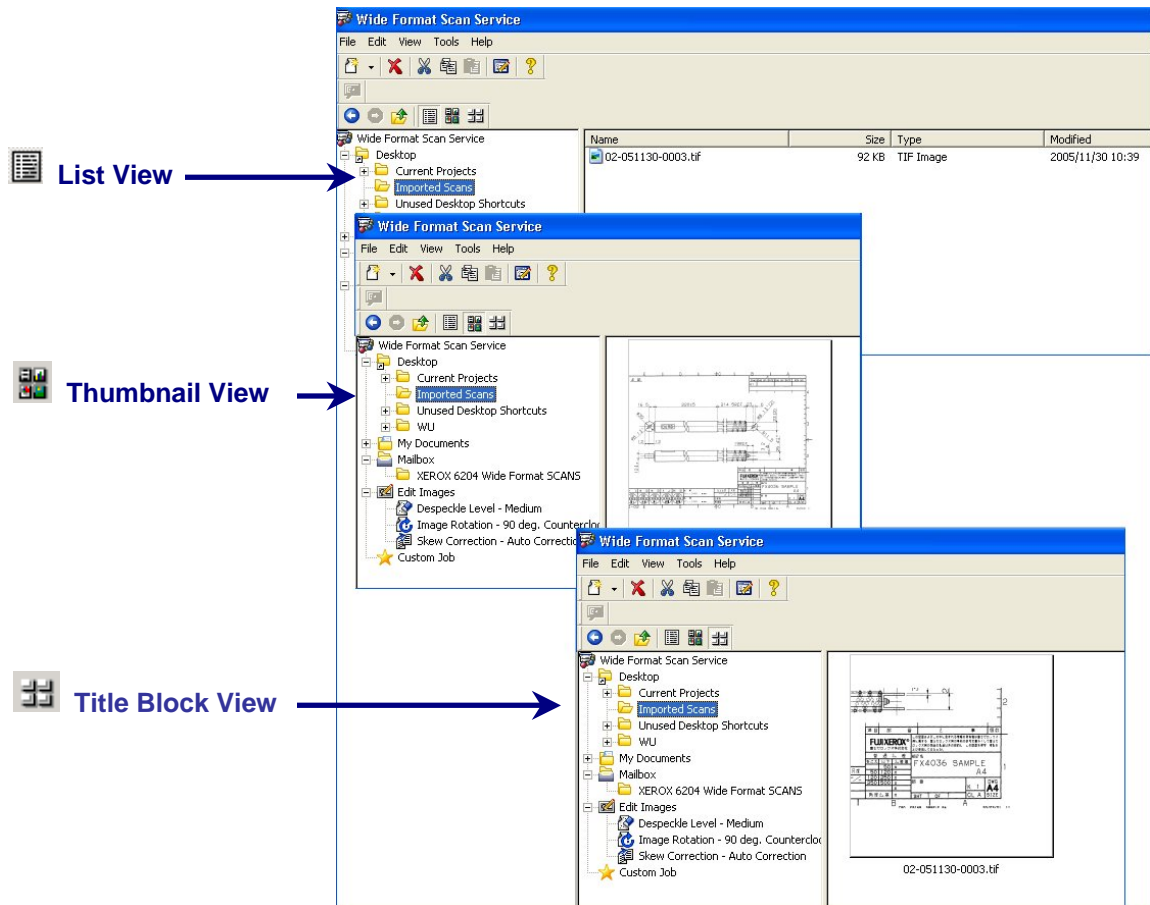


Figure 1

Right-clicking a file in the [File Area] displays a menu that allows you to display the file's properties (Fig. 2).

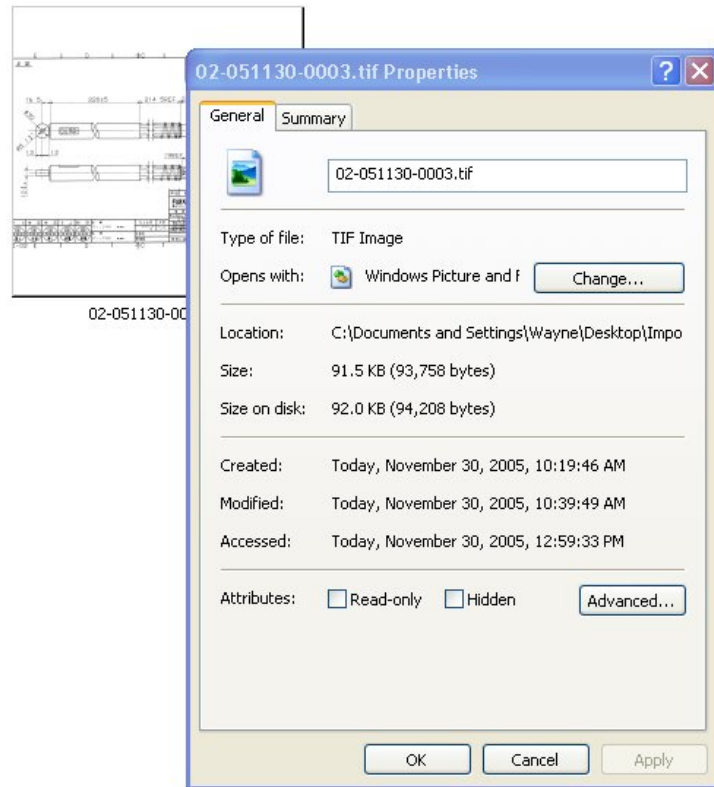


Figure 2

Creating the Title Block View Settings

If you choose to display retrieved files in Title Block View (Fig. 3), you must set up the correct orientation and dimensions in the Title Block View Settings.

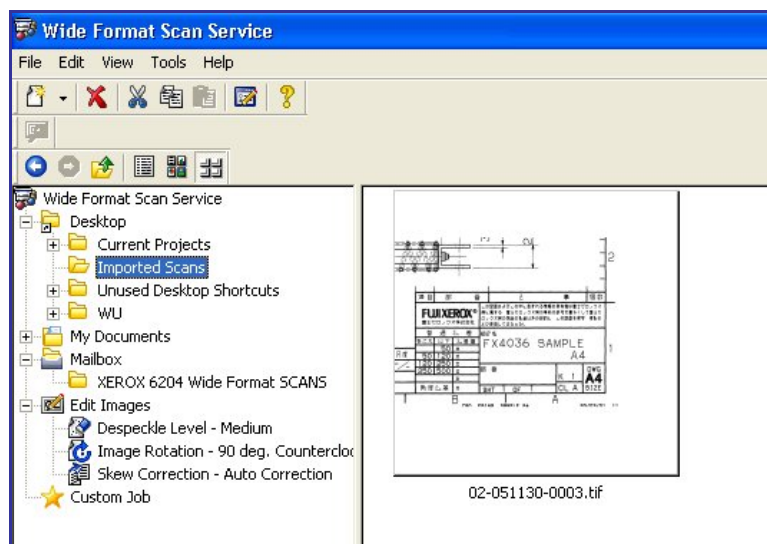


Figure 3

1. Select [Tools] > [Title Block View Settings...]. The [Title Block View Settings] dialog box (Fig. 4) will open.

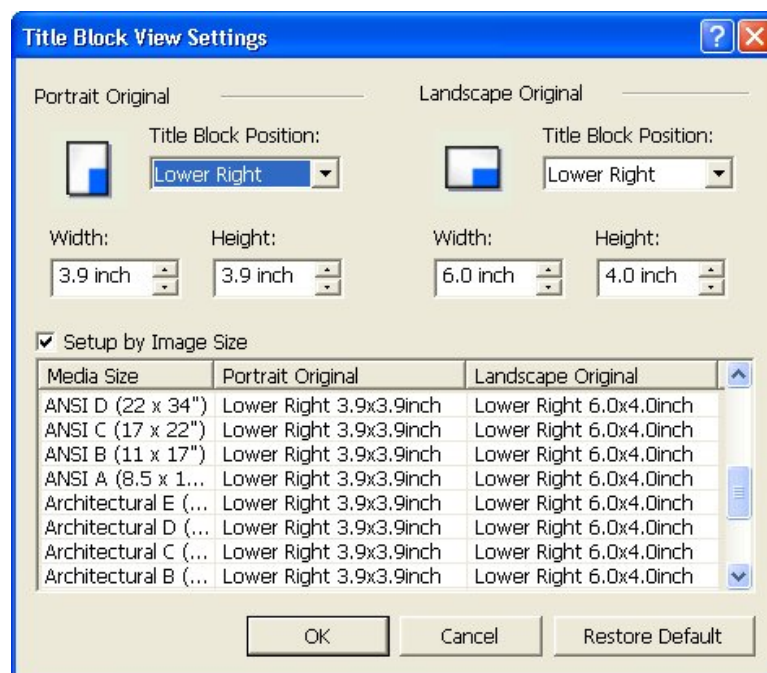


Figure 4

2. Specify the [Title Block Position:] for both the [Portrait Original] and the [Landscape Original] selections by choosing the appropriate locations from the pull-down menus.
3. Specify the [Width:] and the [Height:] for Portrait and Landscape originals, or select the [Setup by Image Size] checkbox and accept the default title box locations for the media sizes you typically use.
4. Click [OK].

8 Editing a Retrieved Document

The Wide Format Scan Service provides three editing features:

- Despeckle
- Image Rotation
- Skew Correction

Each of these features and its use is explained in this chapter.

The Wide Format Scan Service also allows you to create customized Edit Image icons which appear in the [Service Area]. These customized editing icons simplify and speed the editing process.

Despeckle

NOTE *Despeckle works with bitmap images only.*

The Despeckle feature helps remove unwanted noise (small black dots) from monochrome images and background from scanned color images, enhancing the appearance of the print.

The feature can be changed to meet the editing requirements of individual documents by right clicking the [Despeckle] item in the [Service Area] and selecting [Properties]. This displays a [Despeckle Properties] dialog box (Fig. 1) from which you can specify the degree to which an image will be cleaned (Low, Medium, High, or Specify by Dot Size). Be sure to click [OK] to save your selection before editing the document.

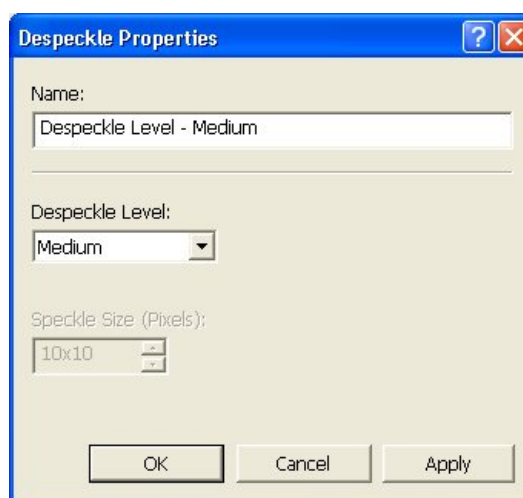
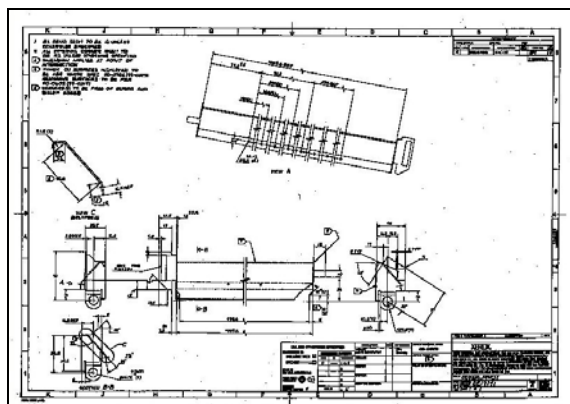
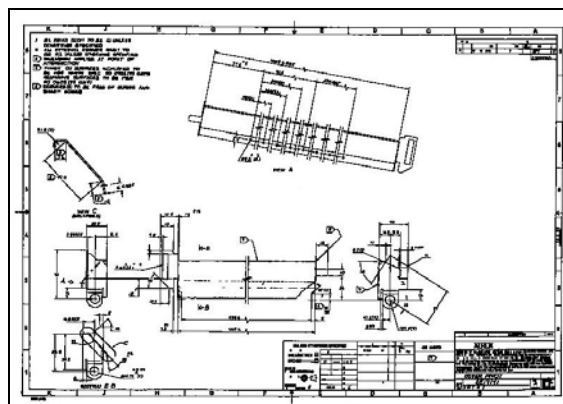


Figure 1

EXAMPLE



Original image



Same image
with Despeckle applied

Image Rotation

The Image Rotation feature allows you to rotate a retrieved document 90° Counterclockwise, 180°, or 90° Clockwise. The direction of rotation is selected by right clicking the [Image Rotation] item in the [Service Area], selecting [Properties], and then making the desired selection in the [Image Rotation Properties] dialog box (Fig. 2). Click [OK] to save your selection.

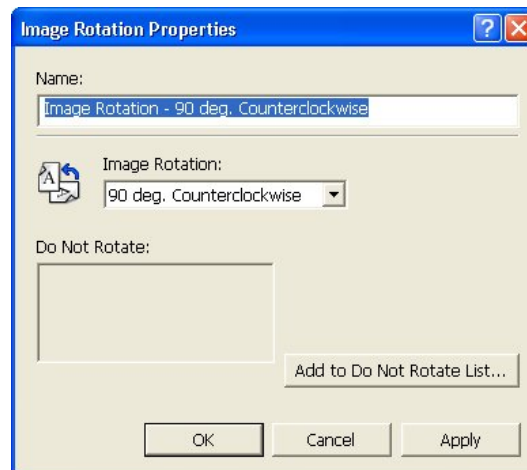
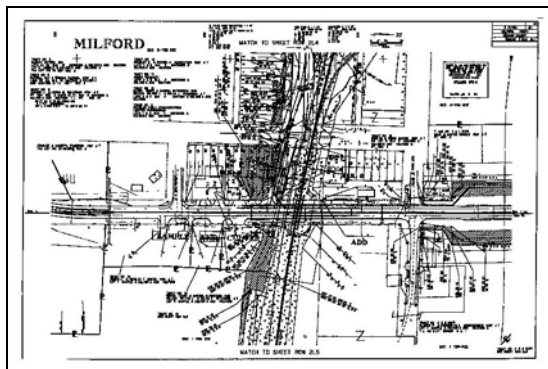
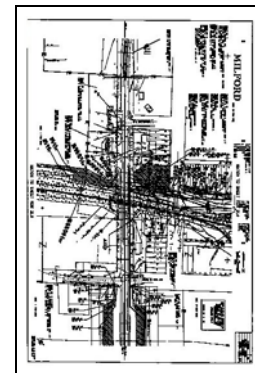


Figure 2

EXAMPLE



Original Document



Rotated Document*

* The rotated image is reduced to fit the display window only; no image information is lost.

When the [Add to Do Not Rotate List...] button is selected, the [Do Not Rotate] dialog box opens (Fig. 3). You can select by size and direction of rotation the media sizes which you do not wish to rotate.

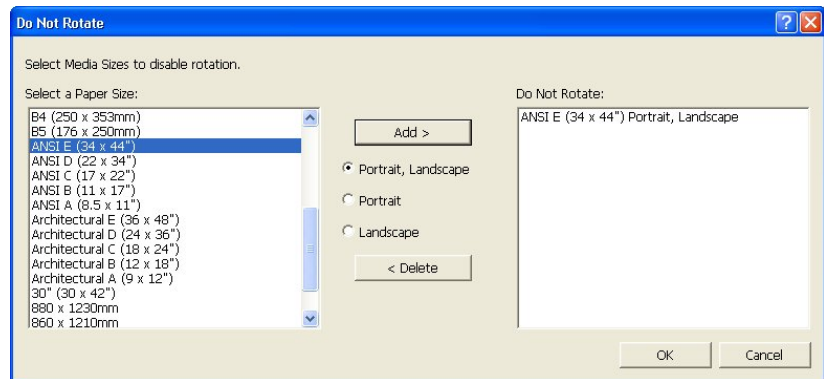


Figure 3

Skew Correction

NOTE

Skew correction is designed to be used with line drawings or other documents which have clearly defined axes. Grayscale images may not respond to Skew Correction. The skew in the retrieved image should be 5° or less.

The Skew Correction feature allows you to correct skew which may have occurred in scanning or which may be due to skewed printing of the scanned original. Right clicking the [Skew Correction] item in the [Service Area] and then selecting [Properties] will display the [Skew Correction Properties] dialog box (Fig. 4). Here you may choose between an Auto Correction mode or you may specify an exact correction angle.

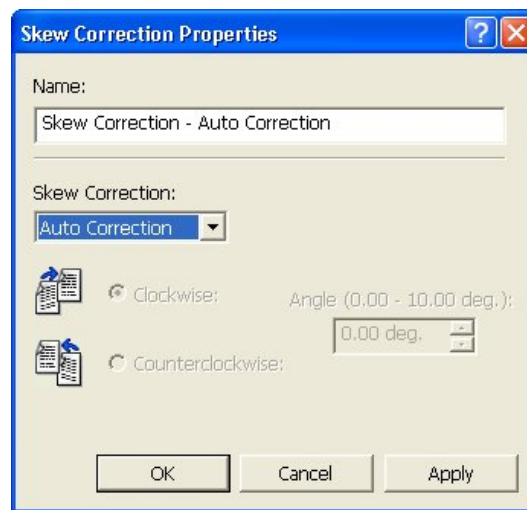
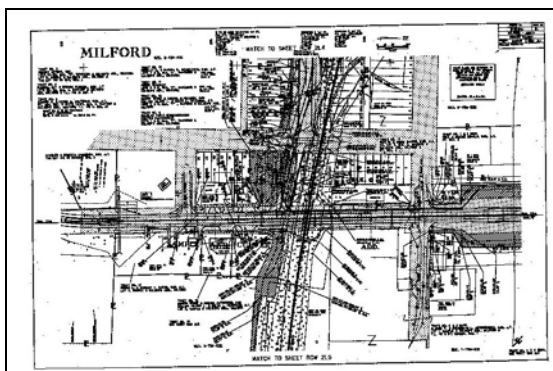
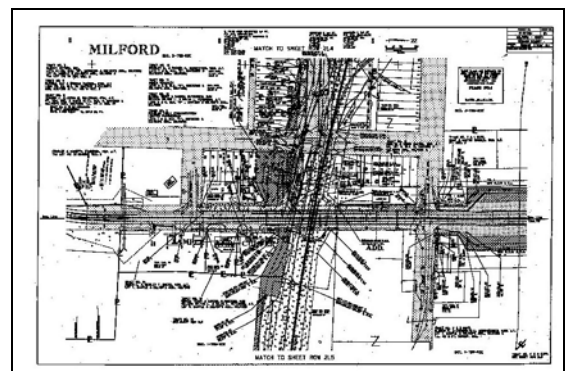


Figure 4

EXAMPLE



Skewed Document



Same Document
with Skew Correction
applied

Creating Customized Edit Image Icons

By creating customized Edit Image icons you increase your productivity by reducing the need to change the Despeckle, Image Rotation, and/or Skew Correction properties. For example, you may find that a Skew Correction of one degree clockwise is almost always sufficient or that a Despeckle setting of 5 x 5 dots will yield the desired results for most of your documents.

When you create a customized Edit Image icon it will appear with the others in the [Service Area] of the [Wide Format Scan Service] window.

Perform the following steps to create a customized Edit Image icon:

1. Select [File] > [New] > [Edit Image], and then select the editing feature you wish to customize, that is, Skew Correction..., Despeckle..., or Image Rotation....

The Properties dialog box showing the default setting for the editing feature will display, in this example, Despeckle (Fig. 5).

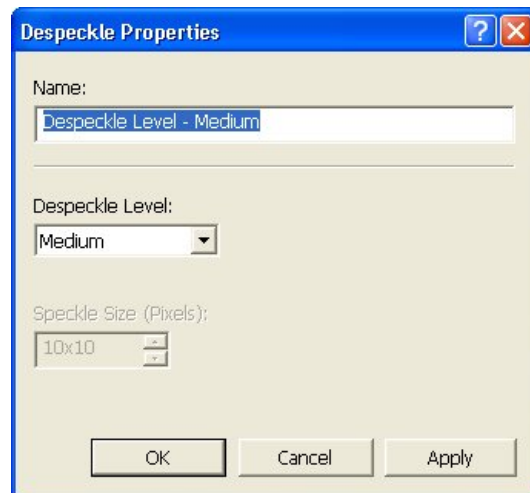


Figure 5

2. Enter a name for the new Edit Image icon in the [Name:] field. The name may not exceed 64 characters (Fig. 6).
3. Select one of the available editing options from the pull down menu or specify a custom value (Fig. 6).

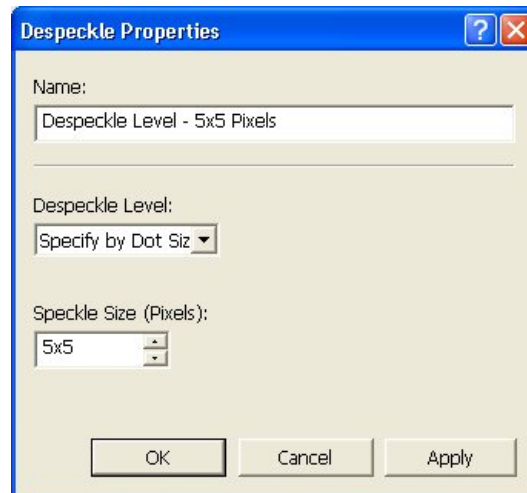


Figure 6

4. Select [OK].

The newly created Edit Image icon will appear in the [Service Area] of the [Wide Format Scan Service] window (Fig. 7).

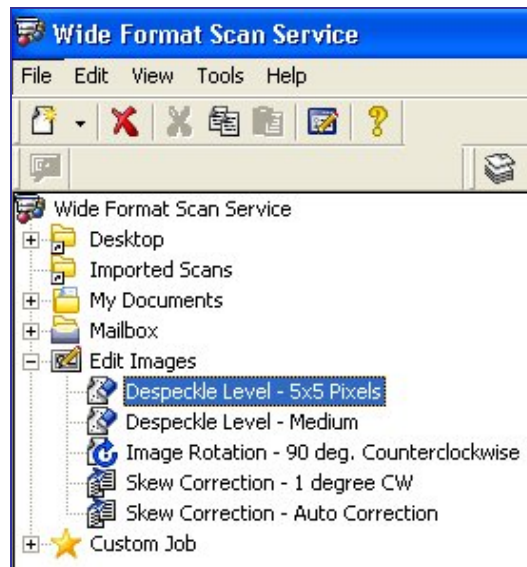


Figure 7

Editing the Document

To edit a document, select it in the [File Area] and then drag and drop it on the desired Edit Image icon in the [Service Area]. When a document is edited in Wide Format Scan Service, the original file remains unchanged but the edited image is saved with a new file name, that is, with a number (-1, -2, etc.) appended to the original file name.

1. Select the standard or customized editing feature you wish to use and, if necessary, modify its settings.
2. Open the folder in the [Service Area] that contains the document you wish to edit. The contents of the folder will display in the [File Area].
3. Left click the document to select it and then drag and drop it on the desired editing icon under [Edit Images] in the [Service Area] (Fig. 1).

NOTE *The thumbnail view is shown in Fig. 1. Editing a document in List View and in Title Block View works the same way.*

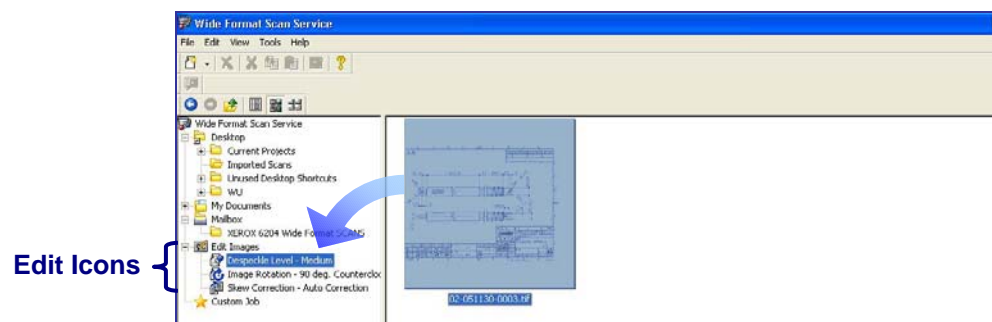


Figure 1

You will be prompted to save the edited file (see Fig. 2).



Figure 2

4. Select the location where you want the file to be saved, e.g., in the original folder or in a new one which contains only edited documents, and then click [OK].

Wide Format Scan Service will edit the image, save it to the specified location, and append a new version number to the file name (Fig. 3).

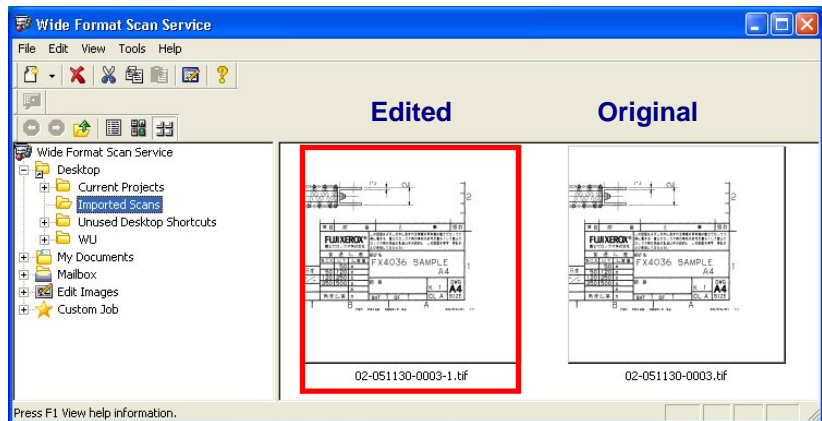


Figure 3

9 Using Wide Format Scan Service Viewer

The [Wide Format Scan Service Viewer] window displays images one by one. You can use this window to edit and print images.

Starting Wide Format Scan Service Viewer

NOTE *Although you cannot run Wide Format Scan Service and Wide Format Network TWAIN Source at the same time, you can run Wide Format Scan Service Viewer while Wide Format Network TWAIN Source is active.*

This section explains how to launch the Wide Format Scan Service Viewer.

To start the Wide Format Scan Service Viewer:

Click the [Wide Format Scan Service Viewer] shortcut on the Desktop or select [Start] > [All Programs] > [Xerox] > [Wide Format Scan Service] > [Wide Format Scan Service Viewer].

The [Wide Format Scan Service Viewer] window (Fig. 1) will display.

NOTE *It is also possible to launch the [Wide Format Scan Service Viewer] window from Wide Format Scan Service; just double click on the filename or thumbnail of a retrieved document (displayed in the File area of the [Wide Format Scan Service] window). Launching the program in this manner will display the selected document in the [Wide Format Scan Service Viewer] window when it opens.*

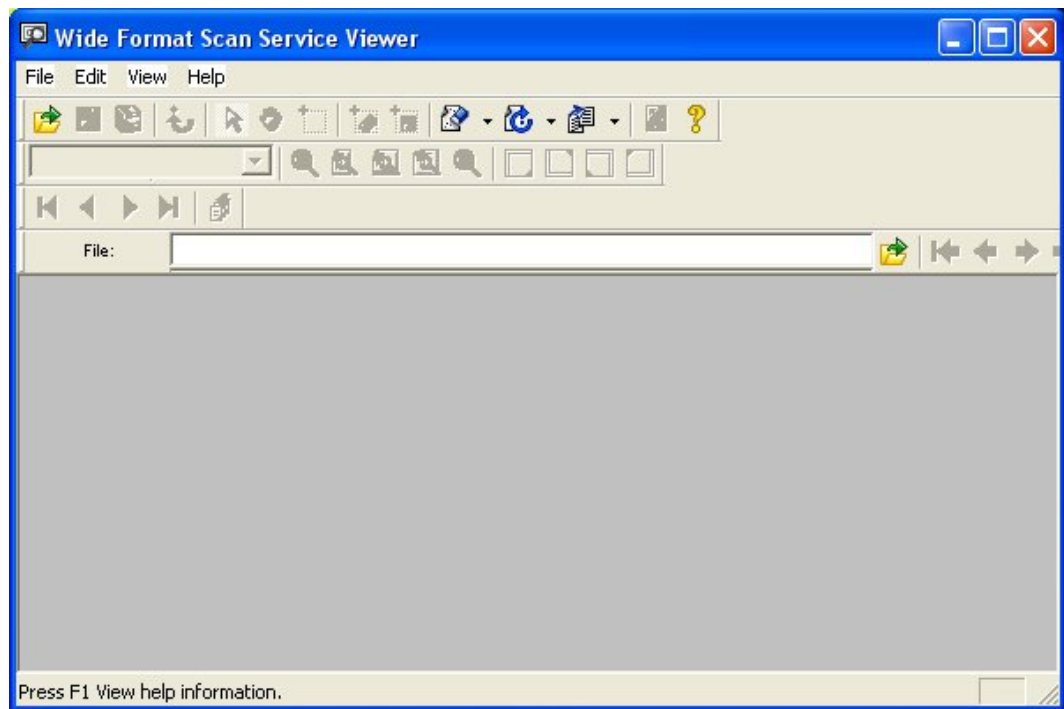


Figure 1

Overview of the [Wide Format Scan Service Viewer] Window

The image below (Fig. 2) shows the [Wide Format Scan Service Viewer] window as it appears when a multi-page document is open.

- The Page Tool buttons appear when a multi-page document is open, enabling you to move among the pages.
- The File Tool buttons display when the folder containing the documents contains more than one image file. These buttons enable you to conveniently open the next file, the previous file, a specified file, etc.
- The Zoom Tool buttons display whenever a file is open in Wide Format Scan Service Viewer.
- A tool tip and a message in the Status Bar display when you pause the cursor over a tool button.
- Among the Standard Tool Buttons which are unique to Wide Format Scan Service Viewer are the Reduce/Enlarge and the Area Mode buttons.
- Right-clicking anywhere in the image area displays the menu pictured at the right side of the figure. The menu provides an alternate way to access the image editing and display functions.

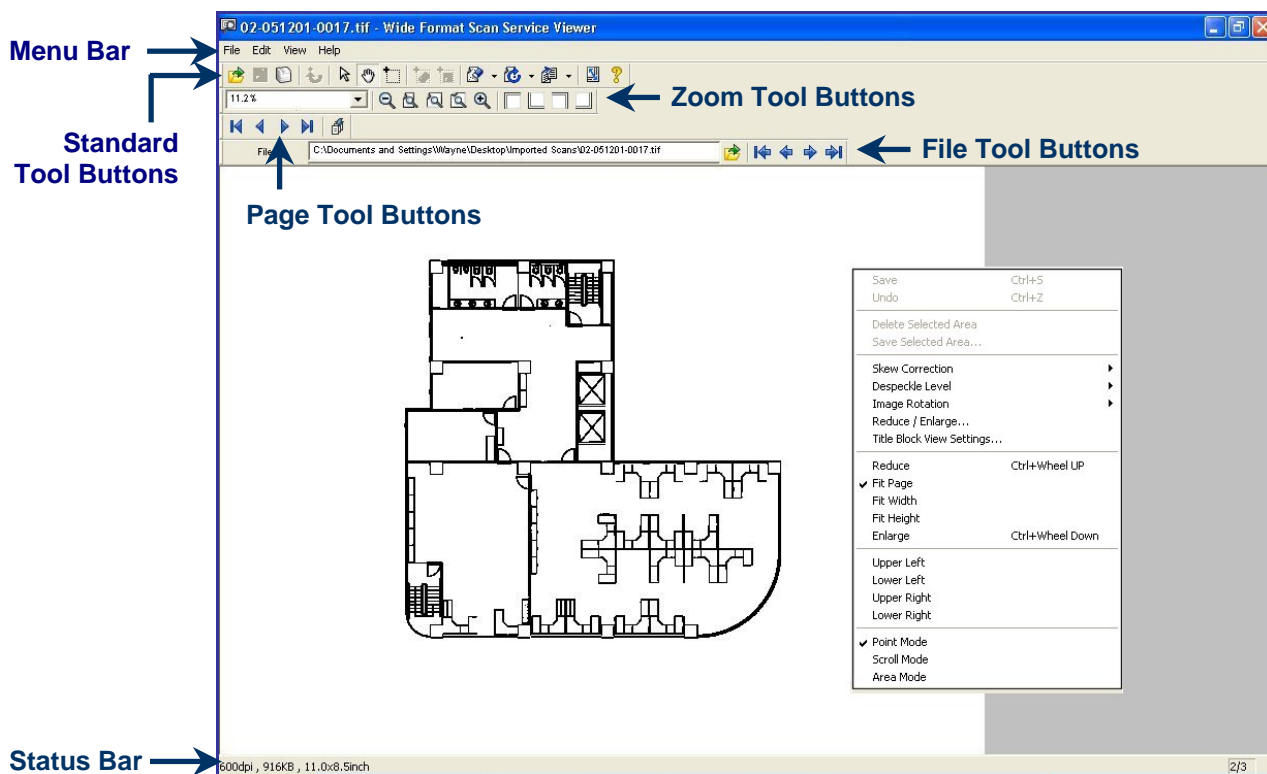
















Figure 2










Tool Button Functions

The tables below define the functions of the Wide Format Scan Service Viewer tool buttons.






Standard Tool Buttons

Icon	Function	Description
	Open	Opens the folder which contains the imported documents.
	Save	Overwrites the edited file.
	Print	Prints the displayed image. The maximum printable length is 3,276.7 mm, regardless of resolution.
	Undo	Undoes the last action.
	Point Mode	Changes the cursor into the Point Mode. The shape of the cursor becomes an arrow.
	Scroll Mode	Changes the cursor into the Scroll Mode. The shape of the cursor becomes a hand. The displayed image can be scrolled by locating the cursor on the image and then dragging it.
	Area Mode	Changes the cursor into the Area Mode. The shape of the cursor becomes a +. To select an area of an image, press and hold the left mouse button, then drag the cursor over a portion of the image. A selected area can be despeckled but not rotated or deskewed. A selected area also can be saved as a new image in the import folder.
	Delete Selected Area	Deletes the selected images.
	Save Selected Area	Saves the selected images.
	Skew Correction	Corrects image skew in the same way as Wide Format Scan Service.
	Despeckle	Removes noise in the same way as Wide Format Scan Service.
	Image Rotation	Rotates images in the same way as Wide Format Scan Service.
	Reduce/Enlarge	Reduces/enlarges images.
	Help	Displays Help.






Zoom Tool Buttons

Icon	Function	Description
	Reduce	Zooms out of a displayed image.
	Fit Page	Resizes a displayed image to fit completely within the display area.
	Fit Width	Resizes a displayed image, fitting the image width in the display area.
	Fit Height	Resizes a displayed image, fitting the image height in the display area.
	Enlarge	Zooms into the displayed image.
	Upper Left	Displays the upper left corner of an image.
	Lower Left	Displays the lower left corner of an image.
	Upper Right	Displays the upper right corner of an image.
	Lower Right	Displays the lower right corner of an image.

Page Tool Buttons

Icon	Function	Description
	First Page	Displays the first page of a multi-page imported document.
	Previous Page	Displays the previous page of a multi-page imported document.
	Next Page	Displays the next page of a multi-page imported document.
	Last Page	Displays the last page of a multi-page imported document.
	Specify Page	Displays the specified page of a multi-page imported document.

File Tool Buttons

Icon	Function	Description
	Open	Opens the folder which contains the imported documents, allowing you to select a file to open.
	First File	Displays the first file in the folder.
	Previous File	Displays the previous file in the folder.
	Next File	Displays the next file in the folder.
	Last File	Displays the last file in the folder.

Wide Format Scan Service Viewer Menus

This section describes each of the items in the menus on the Wide Format Scan Service Viewer Menu Bar.

File Menu

Item	Description
Open	Opens the most recently opened Windows folder which contains the retrieved documents
Save	Overwrites the previously saved file with the newly edited file.
Save As	Saves the edited file as a specified name in a specified location.
Print	Prints the file. The maximum printable length is 3,276.7mm (10.75 ft.) regardless of resolution.
Exit	Closes Wide Format Scan Service Viewer.

Edit Menu

Item	Description
Undo	Undoes the last action.
Delete Selected Area	Deletes the image detail from a selected area.
Save Selected Area...	Saves the image detail from a selected area.
Skew Correction	Corrects image skew.
Despeckle	Removes noise (small black specks/dots) from an image.
Image Rotation	Rotates images. Same as in Wide Format Scan Service.
Reduce / Enlarge	Reduces/enlarges images.
Title Block View Settings	Specifies the title block view settings.

View Menu


Item	Description
Mode	Switches the mode for the cursor. The items displayed on the submenu are as follows: <ul style="list-style-type: none">• Point Mode: The shape of the cursor becomes an arrow.• Scroll Mode: The shape of the cursor becomes a hand. The displayed image can be scrolled by locating the cursor on the image and then dragging it.• Area Mode: The shape of the cursor becomes a crosshair. To select an area of an image, press and hold the left mouse button, then drag the cursor over a portion of the image. A selected area can be despeckled but not rotated or deskewed. A selected area also can be saved as a new image in the import- or another folder.
Zoom...	Displays the [Zoom] window, enabling the user to change the zoom ratio.
Position	Changes the portion of the document that is displayed. The items on the submenu include Upper Left, Lower Left, Upper Right, Lower Right.
Page	Enables the user to navigate through the pages of a multi-page document, e.g., a multi-page TIFF or PDF file. The submenu entries (First Page, Previous Page, Next Page, Last Page, Specify Page) work in the same way as the Page Tool buttons.
File	Enables the user to navigate through the files in a folder. The submenu entries (First File, Previous File, Next File, Last File) work in the same way as the File Tool buttons.
Toolbars	Toggles to show or hide the Standard, View, Page, and File toolbars.
Status Bar	Toggles to show or hide the Status Bar.

Help Menu

Item	Description
Help	Displays Help.
About	Displays the version of Wide Format Scan Service Viewer.

Opening a File

Perform the following steps to open a file immediately after starting Wide Format Scan Service Viewer:

1. Select [File] > [Open] or click either one of the [Open] () buttons.

The contents of the most recently opened folder will display.

2. Select the file you wish to open and then click [Open], or navigate to another location and select the file.

The file will open in Wide Format Scan Service Viewer if it was saved in a TIFF, PDF, or CALS format.

If the file consists of multiple pages, the top page will display. Use the Page Tool buttons to display the other pages.

Editing: Despeckle, Image Rotation, Skew Correction


The Despeckle, Image Rotation, and Skew Correction features work the same in Viewer as in Wide Format Scan Service, except that customized Edit Image icons are unavailable.

To edit an image in Wide Format Scan Service Viewer:

1. Open the file you wish to edit following the steps in the section "Opening a File."
2. With the image displayed:
 - a. Select [Edit] > [Skew Correction or Despeckle or Image Rotation] from the Menu Bar, or
 - b. Select the desired editing button from the Standard Tool buttons, or
 - c. Right-click anywhere in the image area and select the desired editing function from the menu that displays.
3. Specify the editing option, i.e., the direction of rotation, despeckle level, or skew correction angle.

Wide Format Scan Service Viewer will edit the document and display the result.

Click the [Undo] button () to undo an edit.

4. To save the edited file:
 - a. Select [File] > [Save], or
 - b. Select the [Save] button () , or
 - c. Right-click anywhere in the image area and select [Save] from the menu that appears.


Unlike the Wide Format Scan Service, Viewer will save the file under the same file name; it will not add a suffix to the file name.

Editing: Reduce/Enlarge

The Reduce/Enlarge functions are unique to Wide Format Scan Service Viewer, i.e., they are not available in Wide Format Scan Service. Using the R/E capabilities of Wide Format Scan Service Viewer you can reduce or enlarge a document to fit standard size media or you can specify a non-standard size.

To use the Reduce/Enlarge feature:

1. Select [Edit] > [Reduce / Enlarge...], or

Select the [Reduce / Enlarge...] button ().

The [Reduce / Enlarge] dialog box (Fig. 3) will display.

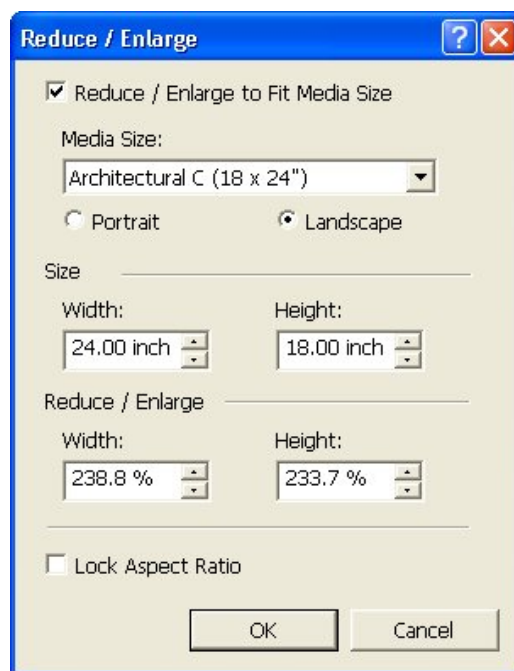


Figure 3

2. **Standard R/E:** To reduce or enlarge the image to a standard size media, select the [Reduce /Enlarge to Fit Media Size] checkbox, and then select, as appropriate, either the [Portrait] or the [Landscape] radio button. The dimensions displayed in the [Size] fields will become those of the selected media size.

Non-Standard R/E: To reduce or enlarge the image to a non-standard size media, deselect the [Reduce /Enlarge to Fit Media Size] checkbox and then enter the desired width and height in the lower, [Reduce / Enlarge] fields.

Be sure to select the [Lock Aspect Ratio] checkbox to ensure that the edited image maintains the same width-to-height ratio as the original.



3. Click [OK]. Wide Format Scan Service Viewer will resize the original image according to the entries in the [Reduce / Enlarge] dialog box.
4. Save the resized image.

Editing: Area Mode

The Area Mode feature permits you to select an area of a displayed image and then either delete the selected area or save it as a new file. The delete function is a useful tool for eliminating unwanted detail from an image.

Delete Selected Area

To delete a portion of an image:

1. Select the [Area Mode] () button.
2. Drag the cursor over the portion of the image that you wish to delete. A dotted line will appear around the selected area (Fig. 4).
3. Resize the selected area, if necessary, by selecting and dragging one of the [Handles].
4. Select the [Delete Selected Area] () button. Wide Format Scan Service Viewer will delete the image detail.

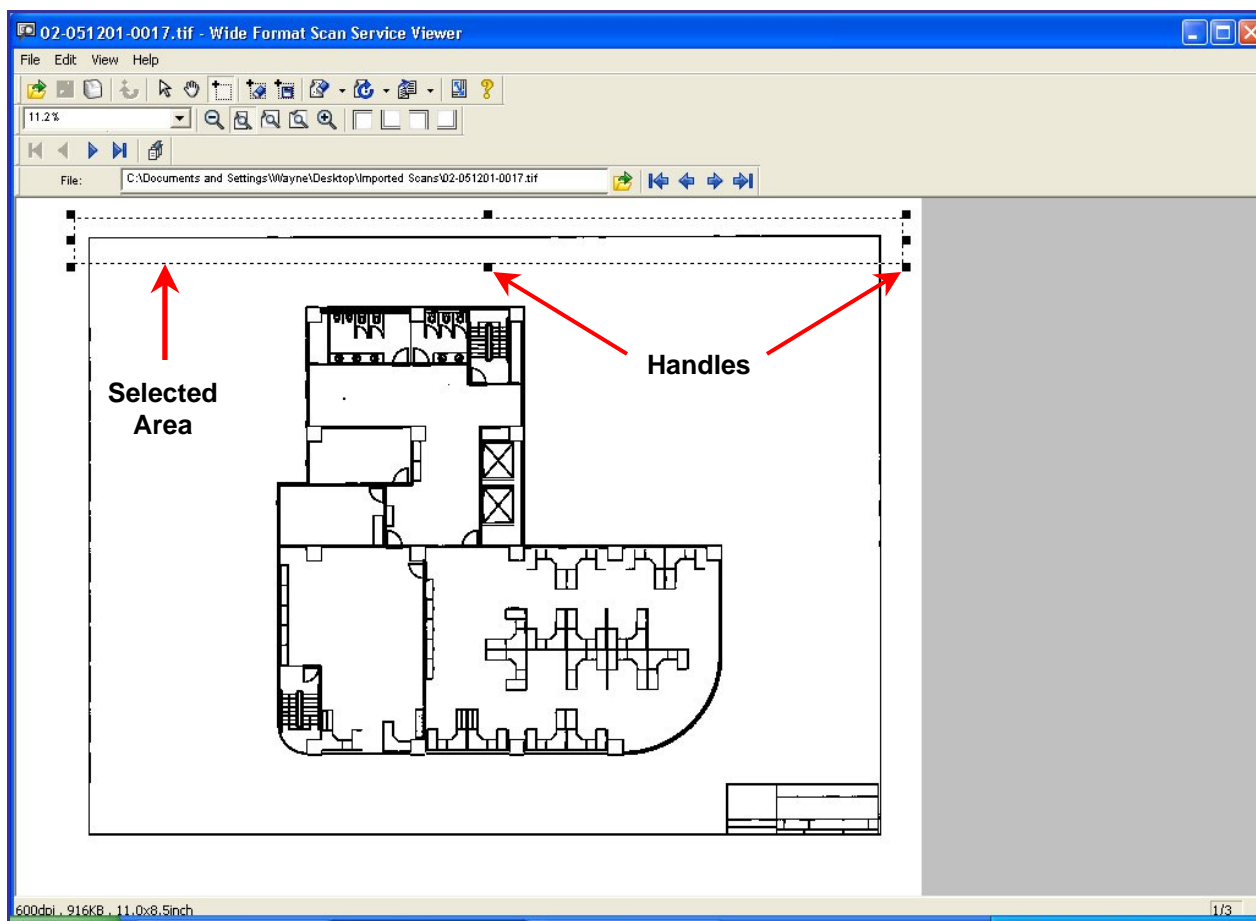



Figure 4

Save Selected Area

To save a portion of an displayed image as a new image:

1. Select the [Area Mode] () button.
2. Drag the cursor over the portion of the image that you wish to save. A dotted line will appear around the selected area (Fig. 5).

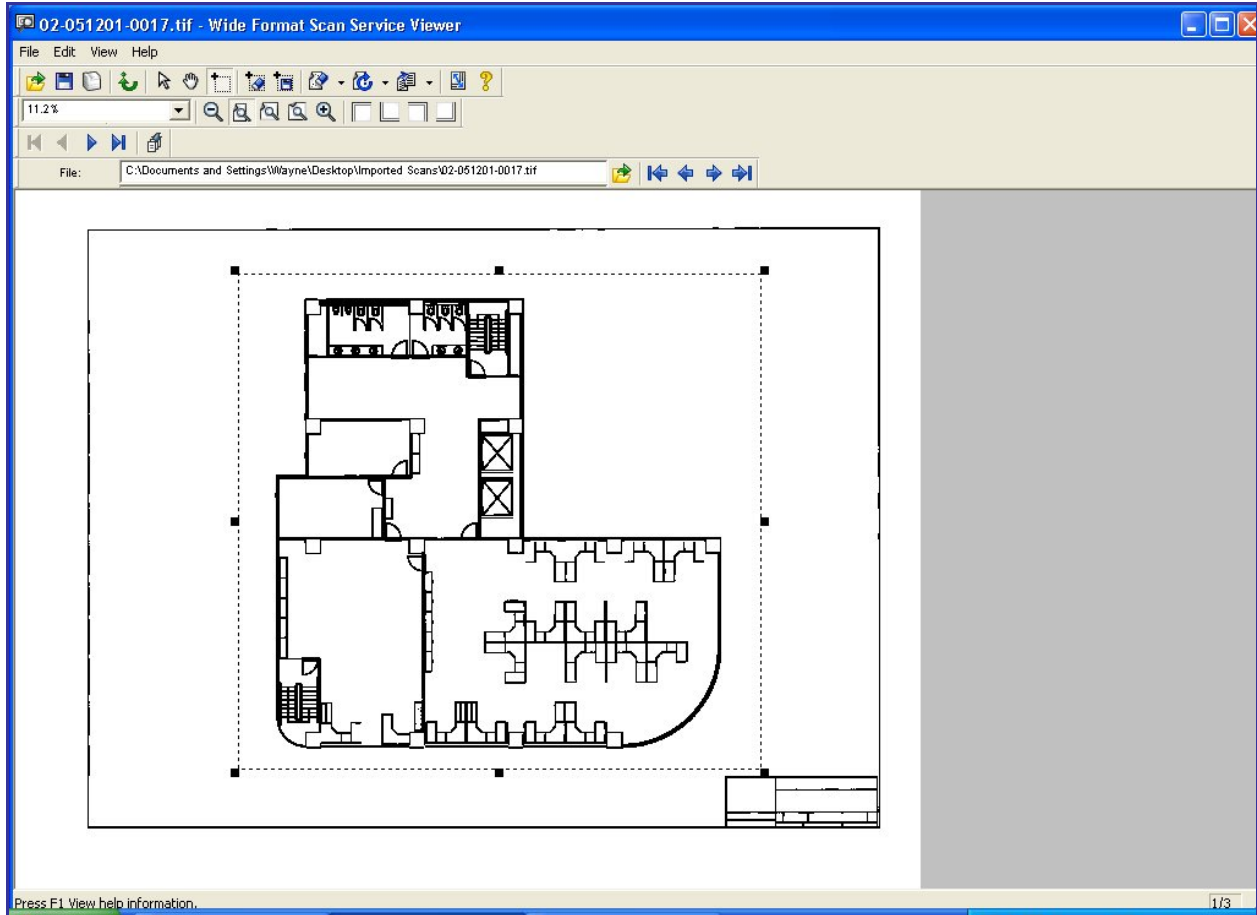



Figure 5

3. Resize the selected area, if necessary, by selecting and dragging one of the [Handles].
4. Select the [Save Selected Area] () button. A [Save As] popup will appear (Fig. 5).
5. Specify a location for the edited image and then click [Save]. Wide Format Scan Service Viewer will save the image detail to the specified location.

10 Uninstalling Wide Format Scan Service

NOTE *Log on as Administrator.*

There are five steps involved in uninstalling Wide Format Scan Service.

1. Click [Start] > [Control Panel] > [Add/Remove Programs].
The [Add/Remove Programs] window appears.
2. Select [Xerox Corporation Wide Format Scan Service] from the list and click [Change/Remove].

The InstallShield Wizard [Preparing Setup] window and then a confirmation popup will appear (Figure 1).

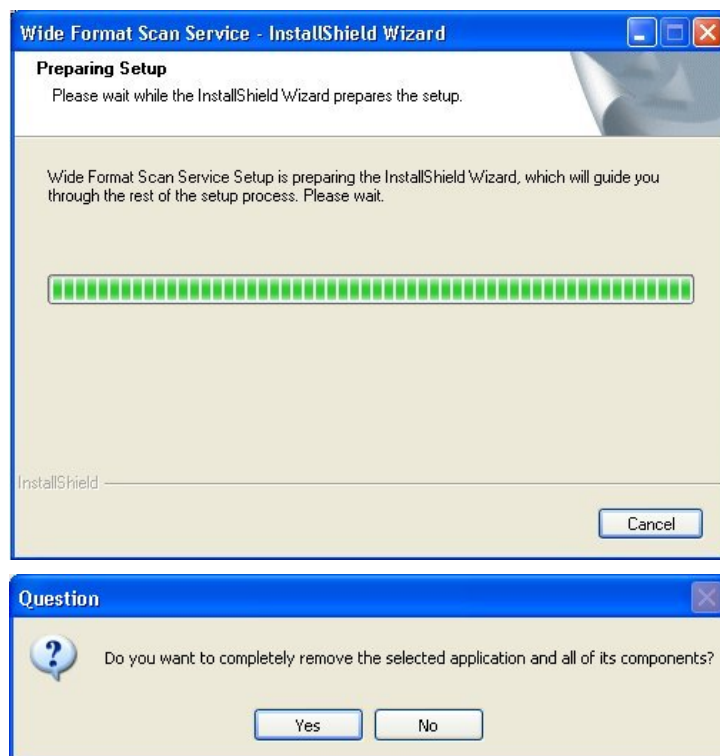


Figure 1

3. Select [Yes].

The [Setup Status] screen appears and uninstallation begins.

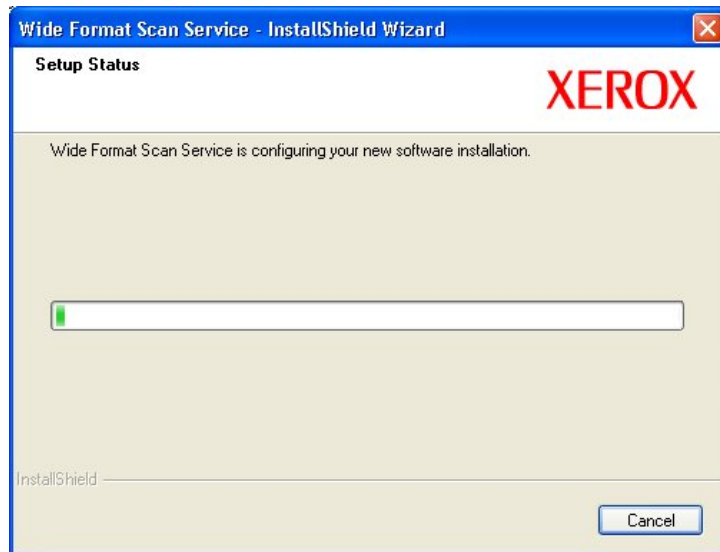


Figure 2

The [InstallShield Wizard Complete] screen displays when the uninstallation is complete (Figure 3).

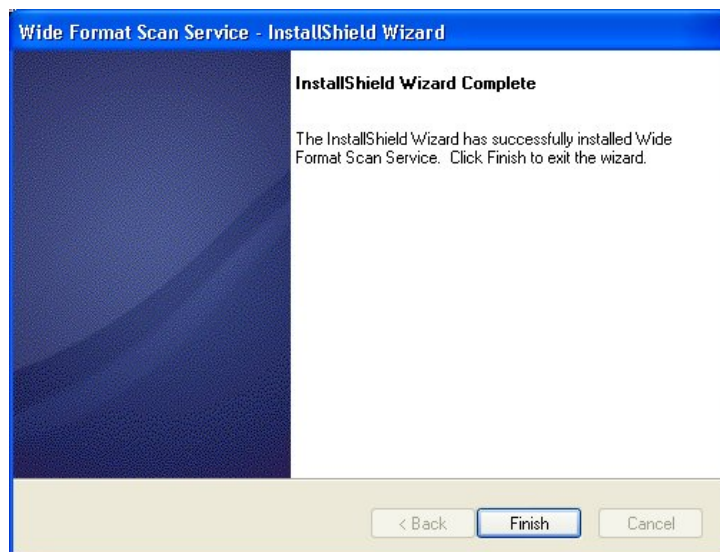


Figure 3

4. Select [Finish].

Uninstallation is complete.

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